Naval Information Warfare Center

ATLANTIC

Check-In Application User Guide Contractor

Scalable Workflow Automation Tool (SWAT)

VERSION 1.1

TABLE OF CONTENTS

REVISION HISTORY

Document Version	Date	Revision Description	Completed By:
0.1	08-15-2021	Initial Draft Completed	Janie Cogdill
1.0	9-04-2021	First Release	Janie Cogdill
1.1	9-20-2021	Updated screen shots and resources.	Janie Cogdill

1. SWAT CHECK-IN INTRODUCTION

1.1 Check-In App Description

Naval Information Warfare Center (NIWC) Atlantic uses the Scalable Workflow Automation Tool (SWAT) Check-In Application to support personnel joining the NIWC Atlantic team, including government civilian, military, and contractor personnel. This application also supports the addition or update of new accounts, resources, and/or services, and changes to personal information, profile information, or contract information.

All current and new personnel to NIWC Atlantic will have an active **Person Record** within the SWAT Check-In Application. This record will house **Person Record Profiles** relating to employee type and position information. Profiles will house **Requests** associated with the related profile for checking into the Command (Check-In Request) and moving and changing positions within the command (Move Add Change Request) (see Figure 1).
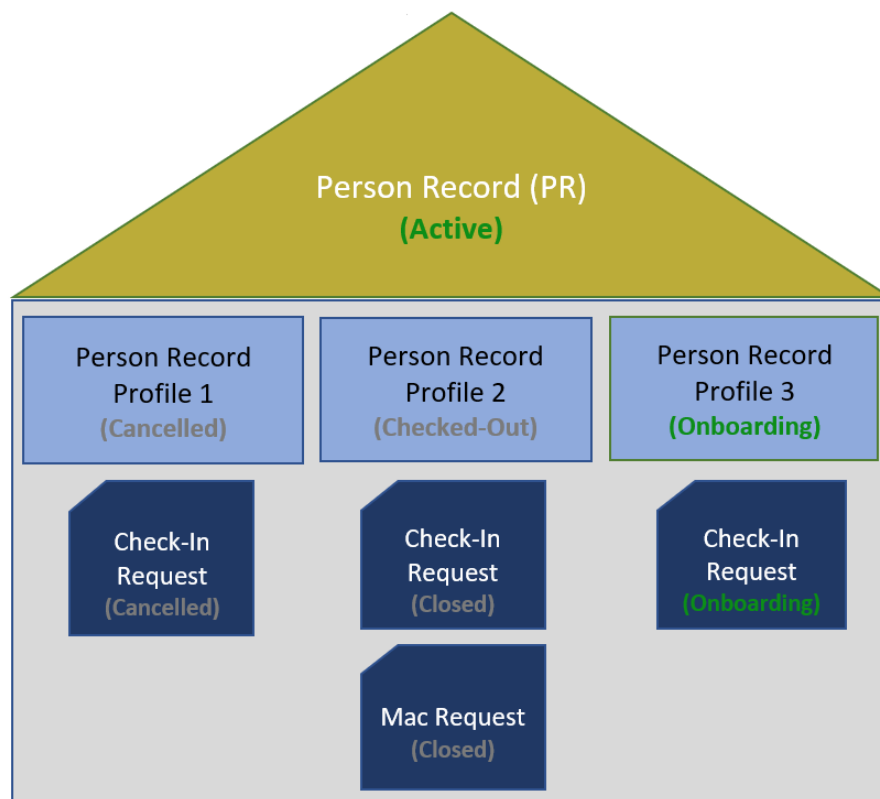

Figure 1

Requests are submitted to provision each employee with assets, services, and resources required to perform their roles. Once a request is initiated and approved, the tool will automate the workflow and assignment of tickets to the appropriate NIWC Atlantic fulfillment teams who take action to fulfill the submitted request. As tickets are worked by the respective fulfillment teams, the ticket updates are recorded in the tool. After all tickets under the request are completed, the request is closed and the

individual is successfully checked into the Command or changes to the employee's current provisions have been completed.

The intended purpose of this document is to provide users with a step-by-step guide to using the SWAT Check-In application to submit and fulfill requests for an employee to be checked into the NIWC Atlantic.

1.2 Check-In User Roles

The SWAT Check-In roles are split into two groups: "Customer Roles" and "Fulfillment Roles". Customer roles initiate and approve requests. Fulfillment roles complete the associated tickets for each request (Table 2).

Personal Identifiable Information (PII) is visible to PMA, PERSEC, and certain fulfillment team user groups only. Unless a user is approved to be in one of these groups and granted access, PII visibility will not be available. For those who do have access, PII data will be masked and can only be seen if the user selects to view. It is each user's responsibility to keep information protected while at and/or away from their assets.

1.2.1 Customer Roles

Customer Role Title	SWAT User Management Tool Group *NIWC Check-In (NCI)*	Responsibilities Within SWAT	Accessibility Within SWAT
Personnel Management Advisor (PMA)	NCI PMA	PMA user roles create all new government civilian personnel person records with Core and PII information. They have access to contribute profile information for new Person Record Profiles. PMAs have the ability to initiate and view requests.	The PMA can access all Person Records along with corresponding profiles and requests within the Check-In application for all personnel including government, military, and contractor personnel.
Supervisors	NCI Supervisors	Supervisor user roles initiate and approve requests for military and government personnel. When applicable, they will also be required to update newly created government civilian profiles once the PMA has initiated the creation of a Person Record Profile.	Supervisors may access profiles and requests for instances they support, present and historically, for government and military personnel.
Hiring Manager	NCI Hiring Manager	In cases where a supervisor may not yet be assigned, the Hiring Manager may be required to take on the role of Supervisor for an employee (see Supervisor role description). In	Hiring managers have the same access as Supervisors for instances they support, present and historically,

		cases where the Hiring Manager is also the Supervisor, the default role will be Supervisor.	for government and military personnel.
Contractor Point of Contact (POC)	NCI Contractor POC *This group duplicates the Request Initiator group for Contractor users. Contractors do not need access to the Request Initiator role in addition to the Contractor POC role.*	The Contractor POC is responsible for initiating requests for contractor personnel. At the time a Check-In Request is initiated, the user will be required to include information for a Person Record and Person Record Profile to be created.	The Contractor POC has the ability to initiate and access profiles and requests they support, present and historical.
Request Initiator	NCI Request Initiator *Any user who plays a role from either table other than request initiator does not need to request access to the Request Initiator group. All groups have access to initiate a request. The Request Initiator group is specifically for civilian and military personnel admins and/or users who do not fall into any other group.*	The Request Initiator role is responsible for initiating requests for personnel. At the time a Check-In Request is initiated, the user will be required to include information for a Person Record and Person Record Profile to be created.	Request Initiators have access to profiles and requests they support, present and historical.
Contracting Officer (COR)	NCI COR	The COR is responsible for contractor personnel requests.	The COR has access to all Person Records they have a correlation to, including profiles and requests. The COR has the ability to initiate requests.

Personnel Security PERSEC (please see both PERSEC roles in Table 1 and Table 2)	NCI PERSEC	PERSEC is responsible for approving contractor and military personnel Check-In requests, as related to security access information.	PERSEC will have access to view all Person Records, Person Record Profiles, and associated requests within the tool so that responsibilities can be carried out accordingly.

1.2.2 Fulfillment Team Roles

Fulfillment teams will have access to view all Person Records, Person Record Profiles, and associated requests within the tool so that responsibilities can be performed without hindrance.

Fulfillment Team Role Title	SWAT User Management Tool Group *NIWC Check-In (NCI)*	Responsibilities Associated with Check-In and MAC Requests
Trusted Agent (TA)	NCI Trusted Agent	Manage the DoD Common Access Card (CAC) for government and contractor personnel. The Common Access Card (CAC) is the principal card enabling access to buildings, facilities, installations, ships, and networks throughout DoD and DoN.
Access Control (AC)	NCI Access Control	Oversee NIWC Facility Access.
Command Information Systems Security Managers (ISSM)	NCI ISSM	Responsible for enforcing user compliance with IA Training certification, submission of user System Authorization Access Request Navy (SAAR-N), and other required documentation for NIWC IT Network access.
Personnel Security (PERSEC) (please see both PERSEC roles in Table 1 and Table 2)	NCI PERSEC Fulfillment	Validates employment eligibility to onboard and security access for NIWC IT Network on the SAAR-N.
Space Management	NCI Space Management	Locates and assigns physical space.
Telephony Operations	NCI Telephony	Assigns a desk phone number and voicemail.
Navy Marine Corps Intranet (NMCI) Accounts and Services	NCI NMCI Assets and Accounts	Assigns navy.mil email account and NMCI Assets depending on UIC.
Accounts Management	NCI Accounts Management	Issue LDAP NAVWAR account and facilitate changes associated with personal information and/or accounts.
ERP User Management	NCI ERP User Management	Facilitate provision of Navy ERP accounts and associated roles.

Research, Development, Test & Evaluation (RDT&E)	NCI RDT&E	Responsible for transfer and setup of RDT&E assets.
Task Administrator	NCI Task Administrator	A Task Administrator will have access to all tasks for all fulfillment teams and not just their own tasks. The task administrator can accept and reassign tasks as well as change the status of the task. *It is recommended that there be no more than one task administrator for each fulfillment team.*
App Administrator	NCI Administrators	The Check-In Application Administrator will regularly maintain records and provide troubleshooting support within the tool for all government, other government, military, and contractor personnel. The Check-In Application Administrator will have rights to create, view, and edit all records within SWAT along with override capabilities.
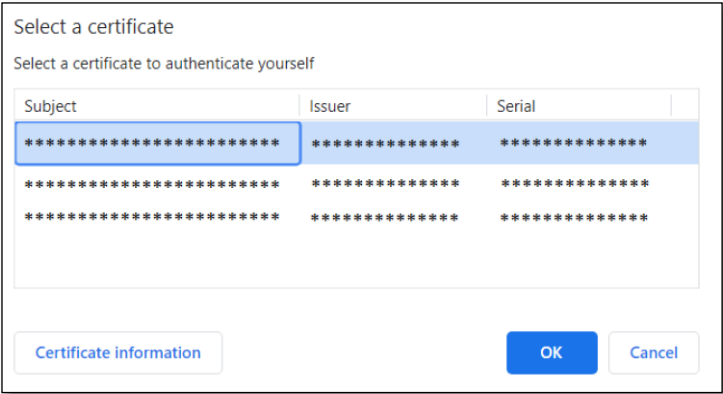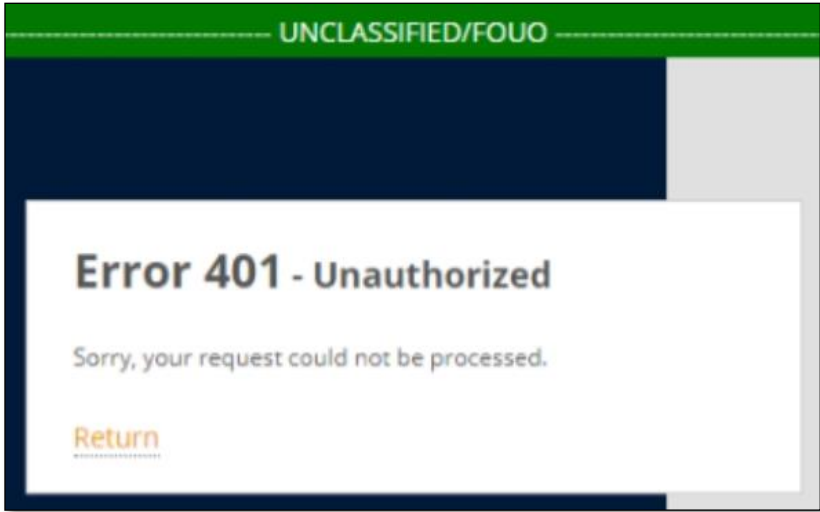
2. SWAT CHECK-IN ACCESS
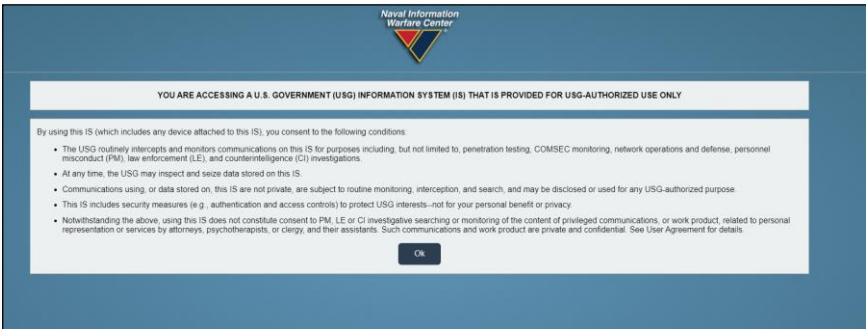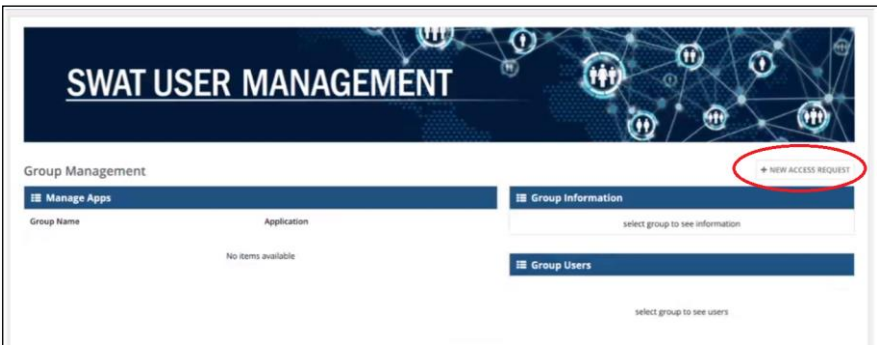
Users will access the SWAT Tool from the following link: https://swat.dc3n.navy.mil/suite/sites/niwc-home.   Web authentication requires users to have a Common Access Card (CAC) with a PIV Authentication certificate. All users must have a valid navy SAAR-N on file and must be approved by the IA office for access to user role(s) requested in the Check-In Application.
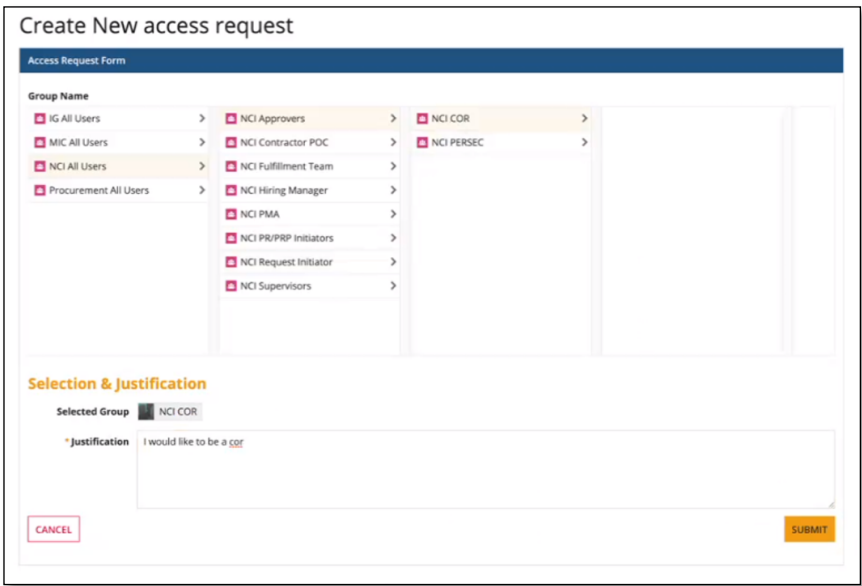
CONTRACTORS - if you do not have a valid SAAR-N, please submit to your NAVWAR COR. Once signed, please send to the IA office functional mailbox at: niwclant.issmops.fct@navy.mil. Please send through DoD SAFE.

Before accessing the Check-In Application, users must request to be added to their applicable user group from the User Management Tool application on the SWAT Homepage. Once the user has been added to the appropriate user group, log into the application to activate the user account.

#	Action	Figures and Additional Notes

1	All users who have not requested access to a user group in the Check-In application should begin by going to the User Management Tool at https://swat.dc3n.navy.mil/suite/sites/swat-user-management to request access to the Check-In app. **Users must use their CAC (PIV certificate required) to access the SWAT tool.**	 *Figure 2*
	IF you receive an error, please email S2IPT Customer Support with the information to the right.	 *Figure 3* *Email: s2iptcustsupport@spawar.navy.mil* *Subject: USER Add Request for SWAT* *Body:* • *EDIPI (please see the back of your CAC for the 10 digit number)* • *First Name* • *Last Name* • *Email* • *Phone* • *Mobile*
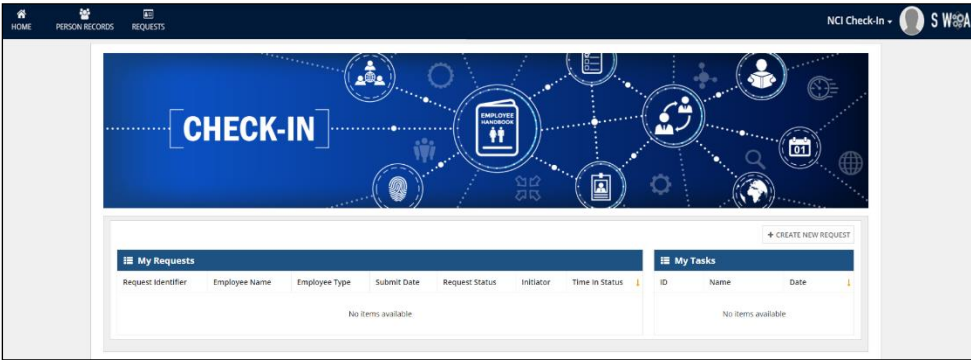
		• *Please state the access group you need and justification for this access (see* Check-In Role Key located in 1.2 Check-In User Roles section*).*
2	If you do not receive the error screen, select OK from the access agreement message.	*Figure 4*
3	From the SWAT User Management Tool Homepage, select CREATE NEW ACCESS REQUEST.	*Figure 5*
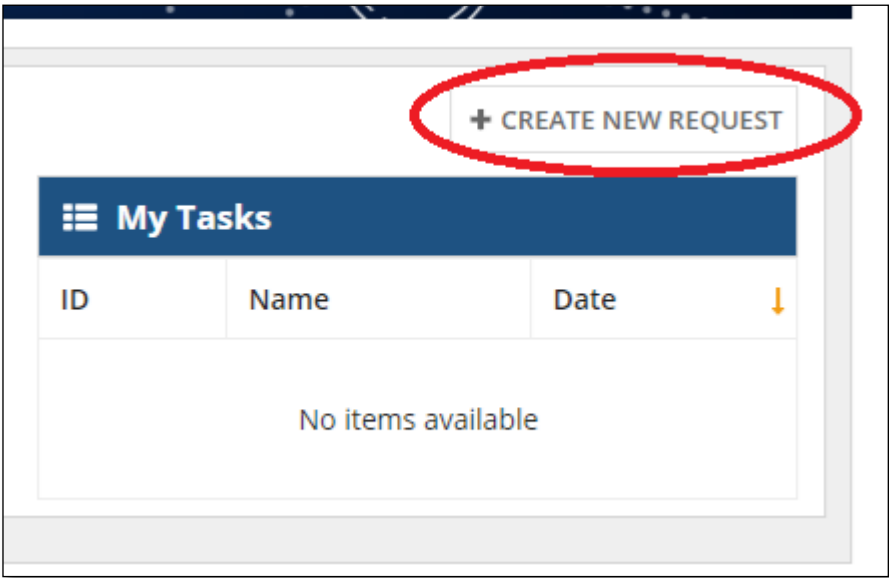
#		
4	To select your correct user group, please see the key located in 1.2 Check-In User Roles section of this User Guide. Select the appropriate user group and provide justification for access. Select SUBMIT.	 *Figure 6*
5	If you require access to more than one user group, please submit another request.	Once your access is approved, you will receive a system email notification. Proceed to the SWAT link to access the Check-In application: https://swat.dc3n.navy.mil/suite/sites/niwc-home.

3 SWAT CHECK-IN HOMEPAGE

3.1 Check-In Homepage Introduction

The SWAT Check-In Homepage is the central location to start a request, view current requests, and view tasking associated or assigned to a user. The top toolbar is visible from all views and is the user's navigation panel for the application.

#	Action	Figures and Additional Notes
1	The Check-In Homepage is the central dashboard for requests and tasks within the application.	 *Figure 7*

2	The CREATE NEW REQUEST action allows user to begin creating either Check-In or Move Add Change (MAC) Requests. See section 7.1 REQUEST MANAGEMENT for step-by-step instructions.	 *Figure 8*
3	The HOME tab from the top toolbar will bring the user back to Check-In Homepage from any place within the application.	 *Figure 9*
4	The PERSON RECORDS tab allows the user to quickly navigate to a table showing all Person Records they are associated with. Users can select the employee's name from the NAME column to drill into the Person Record, Person Record Profile(s), and requests they have access to see.	 *Figure 10*
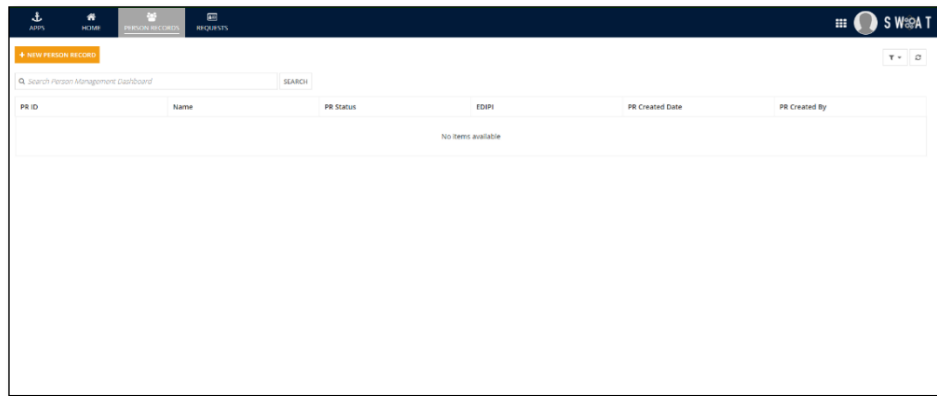
Figure 11
5	The <u>REQUESTS</u> tab allows the user to quickly navigate to a table showing all requests they are associated with.

Users can select the request ID from the REQUEST IDENTIFIER column to drill into the request details. |
Figure 12
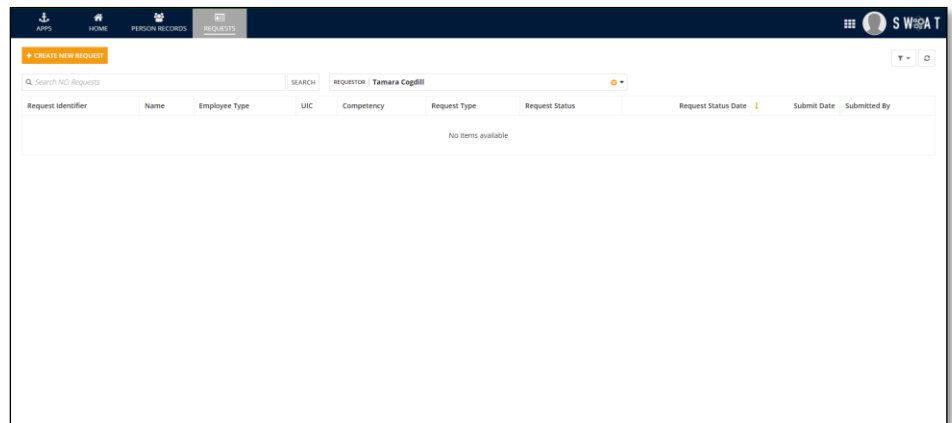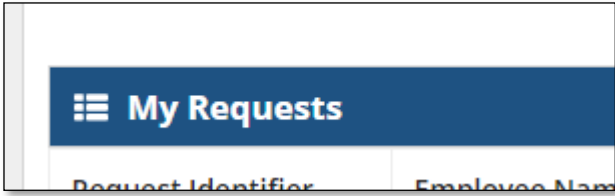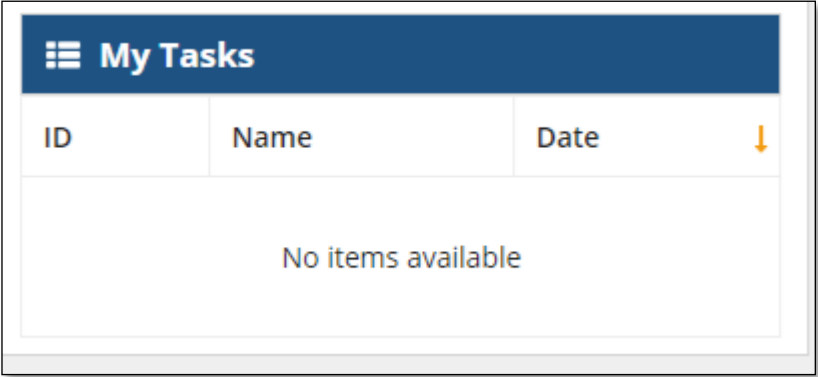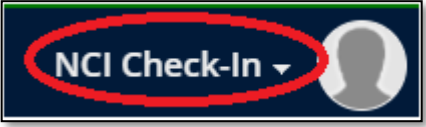
Figure 13 |
| 6 | The My Requests table on the Check-In Homepage allows quick access for users to glance at the status of their requests and to quickly drill into the requests for further information | |

		My Requests Request Identifier Employee Nam *Figure 14*
7	If an action is required of the user within the Check-In tool, a task is generated, and an email notification will be sent. Tasks can be accessed from the Homepage under My Tasks (right panel).	**My Tasks** ID Name Date ↓ No items available *Figure 15*
8	The dropdown on the top right of the toolbar allows the user to navigate to other applications that they have access to within the tool.	NCI Check-In ▾ *Figure 16*
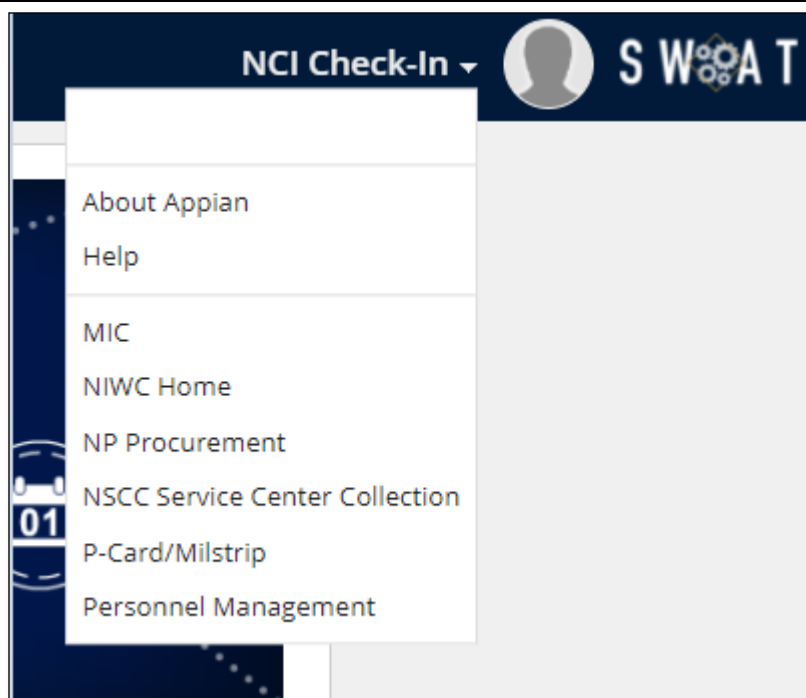
Figure 17

4. PERSON MANAGEMENT

4.1 Person Management Introduction

Individuals supporting NIWC Atlantic must have a **Person Record** entered into SWAT to submit Check-In, Move Add Change (MAC), and Check-Out Requests. Each Person Record in SWAT contains one to many **Person Record Profiles** describing employee type and position related information. **Requests** are housed within their corresponding profiles. These structures are designed to allow employees to be provisioned with appropriate assets, accounts, and services throughout the course of their time at NIWC Atlantic.

4.2 Person Record (PR)

A PERSON RECORD contains an employed government civilian, military person, or contractor of NIWC Atlantic's basic information (legal name, PII, EDIPI, and LDAP information). Each employee will have one Person Record which will house one-to-many professional profiles (see Person Record Profile). Any updates needed to a Person Record must be submitted in the form of a Move Add Change (MAC) Request.

4.3 States of a Person Record
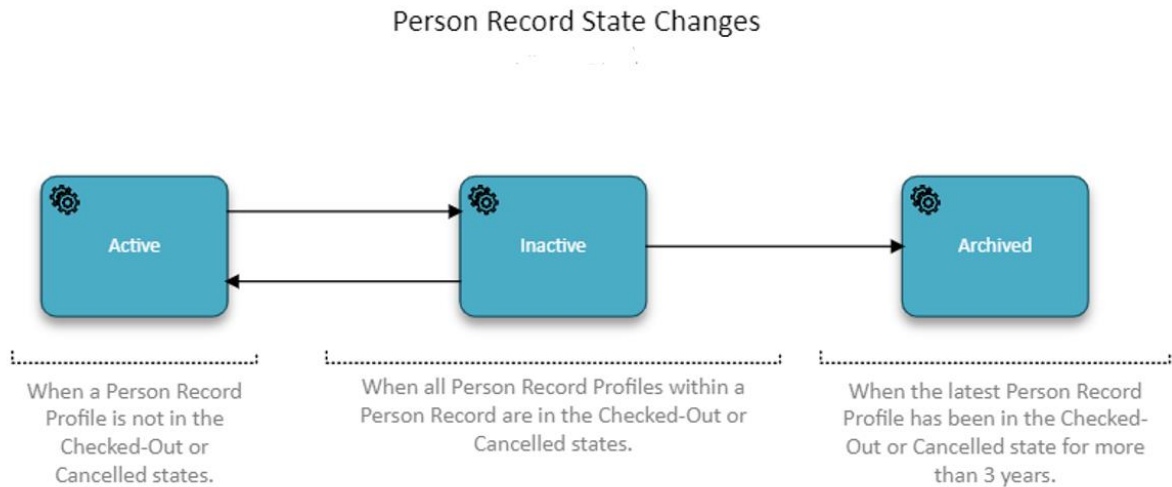
Figure 18

Person Records may transition through *Active, Inactive,* or *Archived* states. *Active* person records are currently employed with NIWC Atlantic or transitioning through the check-in process to become affiliated with NIWC Atlantic. *Inactive* person records indicate that the employee has left the Command. When the latest profile for an employee has been checked-out of the Command for more than three years, the employee's Person Record will be system *Archived*. In the event that an employee returns to NIWC Atlantic, a new active profile must be created for the Person Record to be moved to the *Active* status.

4.4 Person Record Profile (PRP)

An employee's professional profile, or **Person Record Profile**, contains information specific to their employment type and position within the Command. This information includes but is not limited to employee type (civilian, military, contractor, or intern/other government), related competency, Unit Identification Code (UIC), contact information, rank, work site location, contract information, and points of contact related to the position.

Each Person Record created in SWAT, must have at least one Person Record Profile. Only one profile should be active at a time, but as many as two profiles may be temporarily active in the event an employee is transitioning between employee type or UIC or working more than one contract at a time.

A profile may contain multiple requests (i.e., Check-In and Move Add Change (MAC) Requests). Each request will fall under its correlated profile.

4.5 States of a Person Record Profile

A Person Record Profile may transition through the following status changes: *Ready to Check-In, Onboarding, Checked-In, Checked-Out, or Cancelled*. The meaning of these state transitions varies across employee type.

4.5.1 Military and Contractor Profile State Changes
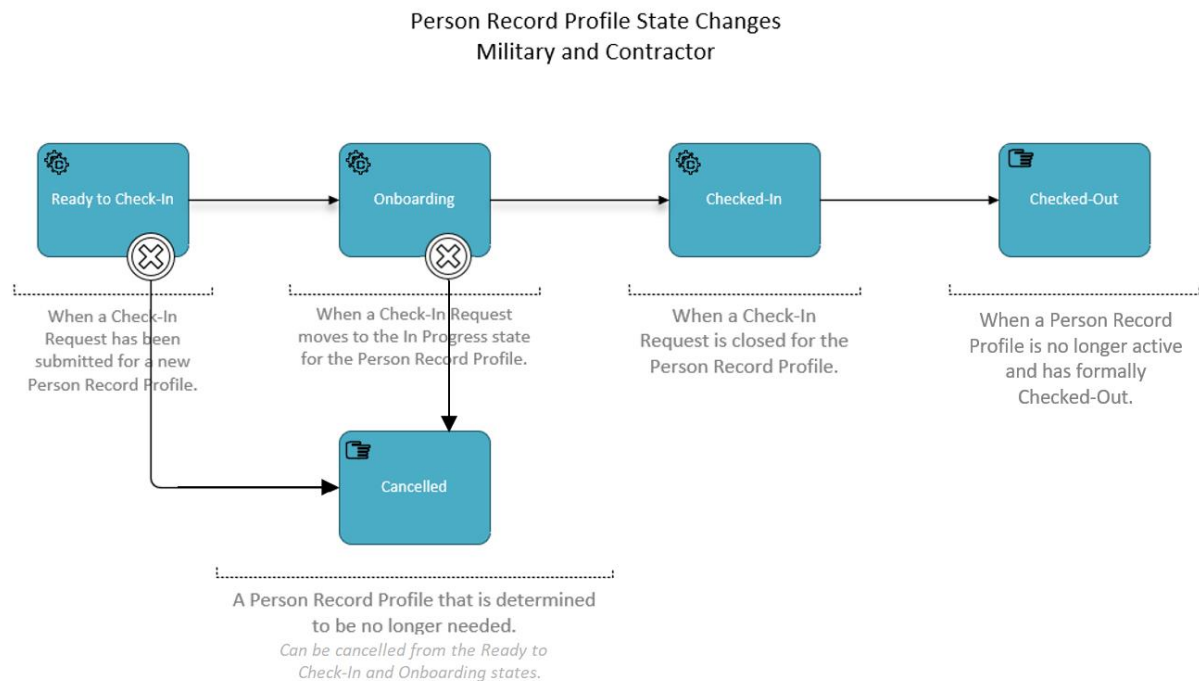
Figure 19

Ready to Check-In and *Onboarding* statuses refer to new profiles transitioning towards the *Checked-In* status. Existing profiles will be either *Checked-In* or *Checked-Out* of the Command.
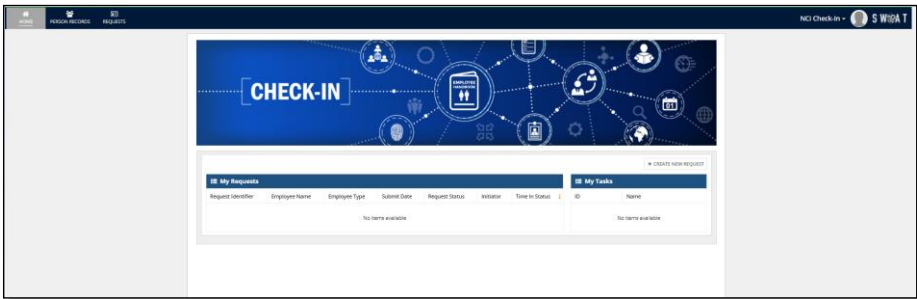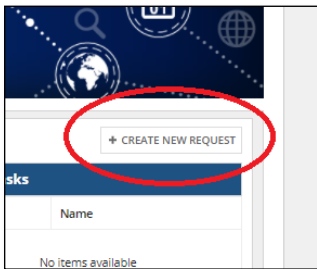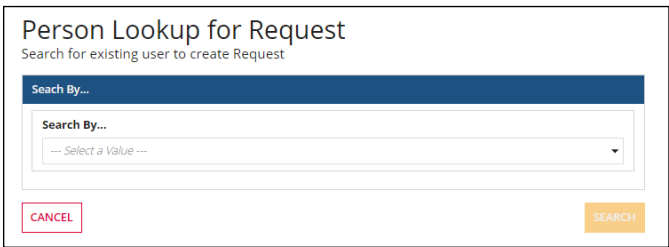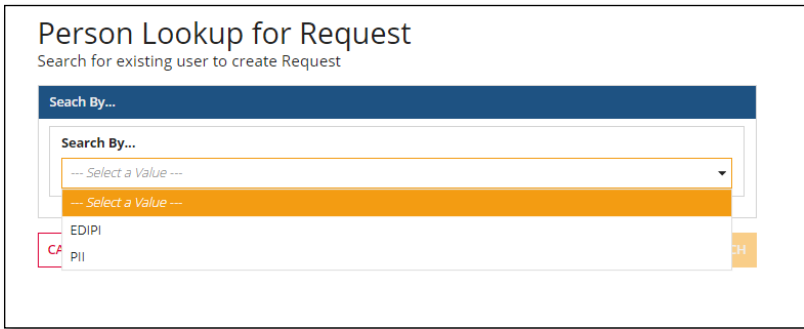
Military and contractor employees will transition to the *Ready to Check-In* state when a Check-In Request has been submitted for a new Person Record Profile. The Person Record Profile will move to the *Onboarding* status when the Check-In Request moves to the *In Progress* state.

Pertaining to all employee types, the Person Record Profile will be *Checked-In* when the related Check-In Request is closed. A Person Record Profile can only be *Checked-Out* of the Command once a Check-Out Request has been submitted and closed for that profile. When all profiles are *Checked-Out* for a Person Record, the record will move to the *Inactive* status as indicated in Figure 18. Upon returning, a new profile must be created to onboard for a new position which will, in turn, move a Person Record into the *Active* status.
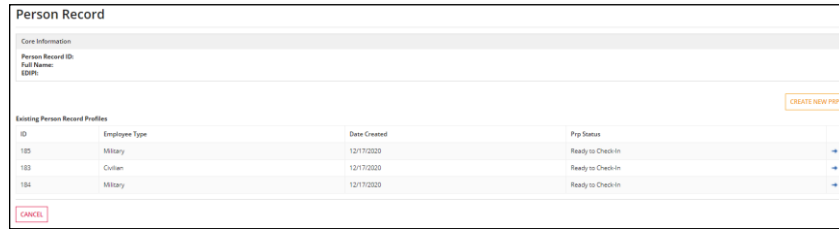
4.6 Military and Contractor PR AND PRP

Person Records and Person Record Profiles for Military and Contractor personnel are created or identified when initiating a request. When a military or contractor employee is ready to check into the Command, initiators will begin by searching for an existing Person Record based by PII or EDIPI. The initiator will take actions to create or choose a profile from the Person Record. In the event a Person Record does not exist, one must be created.

4.6.1 Create a Military or Contractor PR and PRP

#	Step	Figures and Additional Notes
1	From the Check-In Homepage, select the CREATE NEW REQUEST button on the right side of the screen.	*Figure 20* *Figure 21*
2	The system will prompt all users to search for an existing Person Record before they can create a new record. Users have the option to search by EDIPI, PII, or to cancel their search to return to the Person Records screen. If a **Person Record exists**, the user will be taken to the existing Person Record with existing Person Record Profiles. Click CREATE NEW PRP or select an existing PRP to select the	*Figure 22* *Figure 23*

	appropriate profile if it exists.	 *Figure 24*
3	If a **Person Record does not exist** for the associated employee, the user will enter the employee's Core and PII information. Select CONTINUE to proceed or CANCEL to cancel the information and return to the Check-In Homepage. Selecting **CANCEL** will delete any information entered up to this point.	 *Figure 25*
4	The next screen will direct the initiator to complete general and military or contractor employee information (contractor profile example provided). Tool Tips ❓ are provided if help is needed in filling in profile information. Select CREATE to create the profile or CANCEL to cancel the information and return to the	 *Figure 26*

	Check-In Homepage. Selecting **CANCEL** will delete any information entered up to this point.	 *Figure 27*
5	The next screen will direct the initiator to choose a request type: Check-In or Move Add Change (MAC). See REQUEST MANAGEMENT for further information on request types. Select CREATE to create the request for the employee or CANCEL to cancel the employee's information and return to the Check-In Homepage. Selecting **CANCEL** will delete all employee information entered up to this point.	 *Figure 28*

		Create Request for Test PRP ID: 35 **Please Choose a Request Type** --- Select a Value --- --- Select a Value --- Check-In MAC *Figure 29*
6	The Person Record and profile information are saved to the database. Select the Request ID number to continue creating the request.	**Request Created** Check-In Request for Test This successfully created. Please select request identifier to fill out the request: CI0000034 *Figure 30*
7	The request is ready to be filled in (see REQUEST MANAGEMENT section).	**Request for Test** Summary Request Details Request History Related Actions ACCESS REQUESTS RESOURCES REQUESTS SERVICES REQUESTS ☰ SUBMIT REQUEST *Figure 31*

8	Another option to create a Person Record Profile is to search for the Person Record from the Person Record tool bar at the top of the app.	*Figure 32*
9	Users can select the employee's name from the NAME column to drill into the Person Record to see profile(s) and requests they have access to see.	*Figure 33*
10	From the Person Record, if a new profile needs to be checked in, select CREATE NEW PRP from the top right of the screen.	*Figure 34*

Figure 35

Figure 36

11	When the new PRP is saved to the Person Record, it will appear under the employee's current PRPs in the Ready to Check-In status until a request has been submitted to check the profile into NIWC.	 *Figure 37*

4.6.2 View and Edit a Person Record and Person Record Profile

Access to edit Person Record Profiles is limited to PMAs, Fulfillment Teams, and the App Administrator.
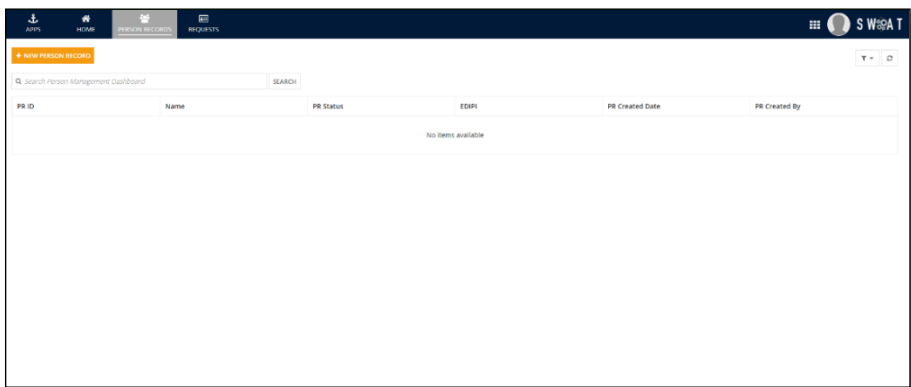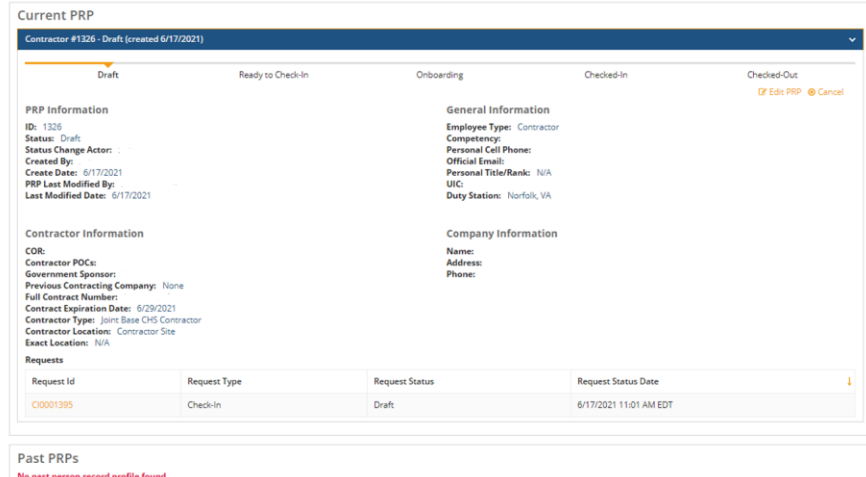
#	Step	Figures and Additional Notes
1	To **VIEW a Person Record**, search for the record from the Person Records Dashboard. Users can search by the following information: PR ID, Name, PR Status, and EDIPI.	 *Figure 38*
2	Select the Person Record to view core information related to the person and profiles for the employee (current and past). Requests are located within their related profiles.	

Figure 39

Figure 40

3	To **EDIT a Person Record**, select EDIT at the top right of the screen. This action is limited to PMAs, PERSEC, Fulfillment Teams, and the Application Administrator. All other users should submit a Move Add Change Request to have a Person Record or Person Record Profile updated if needed. **SAVE** will save new information to the database. **CANCEL** will revert the Person Record to the last version.	 *Figure 41*

Figure 42 |
| 4 | To **EDIT a Person Record Profile**, EDIT buttons are located within each profile (Edit PRP).   This action is limited to PMAs, PERSEC, Fulfillment Teams, and the Application Administrator.   All other users should submit a Move Add Change Request to have a Person Record or Person Record Profile updated if needed.

SAVE will save new information to the database. **CANCEL** will revert the Person Record Profile to the last version. |

Figure 43 |

Figure 44

4.6.3 Cancel a Person Record Profile

Instances in which this action should be taken includes when an employee is no longer onboarding at the Command. Any open requests will also be cancelled with this action.

Once the profile reaches the Checked-In state, the Person Record Profile can no longer be cancelled from this point forward. At this point, employees no longer eligible to check-in must be **Checked-Out**.

#	Step	Figures and Additional Notes
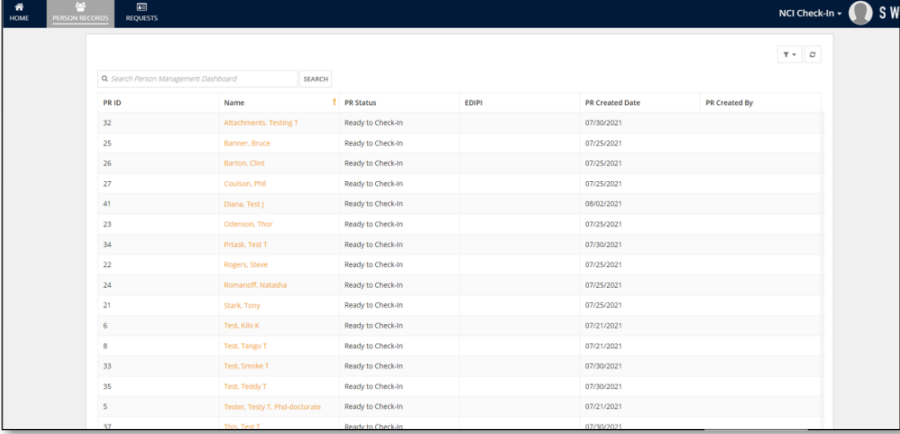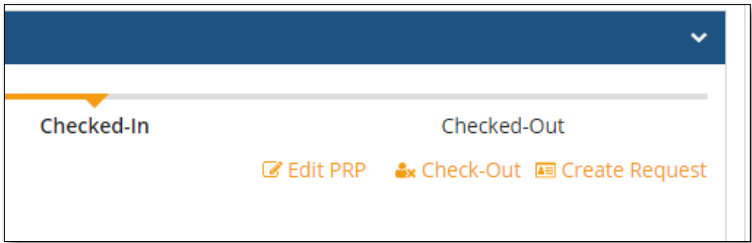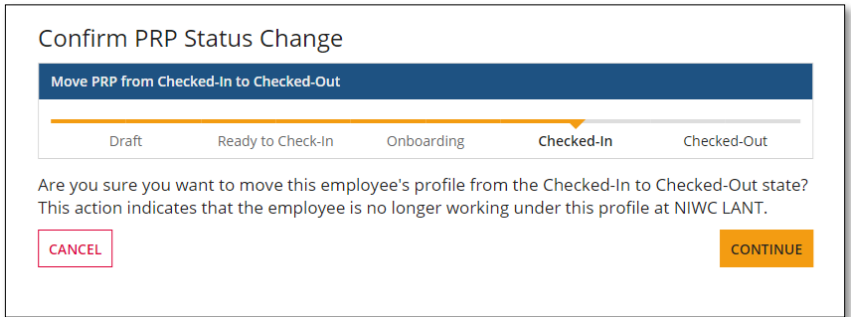
#	Step	Figures and Additional Notes
1	To **CANCEL a Person Record Profile**, select Cancel PRP.	*Figure 45*
2	Select CONTINUE to move the Person Record Profile to the CANCELLED state.	*Figure 46*
3	The Profile is moved to the Past PRPs section of the Person Record.	*Figure 47*

4.6.4 Check-Out a Military Person Record Profile

The Check-Out wiki page provides information to guide NIWC Atlantic employees and military personnel through the check-out process.

The Check-Out button is limited to Fulfillment teams and the app administrator. Profiles moved to the Checked-Out state have completed the Check-Out process and are no longer working under this profile at NIWC Atlantic.
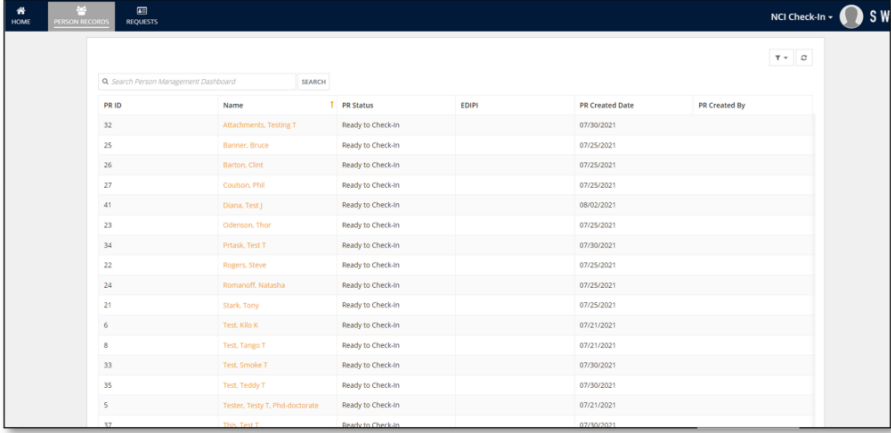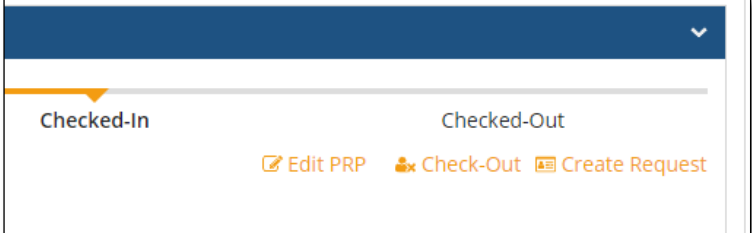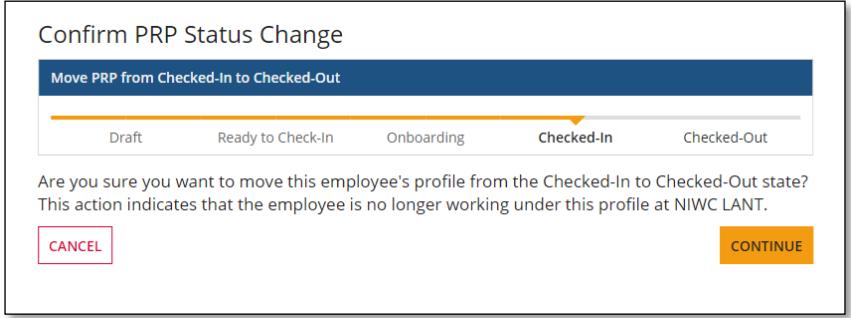
#	Step	Figures and Additional Notes

1	Locate the Person Record from the Person Record table (top toolbar) and select.	 *Figure 48*
2	From the Person Record Profile, select Check-Out.	 *Figure 49*
3	Select CONTINUE to move the Person Record Profile to the Checked-Out state. Profiles in this state are no longer working under this profile at NIWC Atlantic.	 *Figure 50*

4.6.5 Check-Out a Contractor Person Record Profile

The Contractor check-out procedures are based on SPAWARSYSCENLANTINST 5500.1A, Security Manual. The local Security Office or Site Contractor Representative is responsible for assisting the Government Sponsor and Contractor with the Contractor Check-out process and procedures. All NIWC Atlantic employees and Contractors are responsible for following the procedures listed in the Security Manual. NIWC Atlantic contracting companies are responsible for ensuring their employees follow the procedures listed in the Security Manual.

The Check-Out button is limited to Fulfillment teams and the app administrator. Profiles moved to the Checked-Out state have completed the Check-Out process and are no longer working under this profile at NIWC Atlantic.

#	Step	Figures and Additional Notes
1	Locate the Person Record from the Person Record table (top toolbar) and select.	*Figure 51*
2	From the Person Record Profile, select Check-Out.	*Figure 52*
3	Select CONTINUE to move the Person Record Profile to the Checked-Out state. Profiles in this state are no longer working under this profile at NIWC Atlantic.	*Figure 53*

5. REQUEST MANAGEMENT

5.1 Requests Introduction

There are currently two types of requests supported in SWAT Check-In: **Check-In Requests and Move Add Change (MAC) Requests.** Check-In Requests are submitted for all DOD Government, Military, and

Contractor personnel checking-in to NIWC Atlantic. This includes interns, students, returning students and personnel returning from LWOP over 30 days. Use for all contractors and non-DOD Government personnel completing initial check-in.

Move Add Change (MAC) Requests are submitted for personnel currently checked into NIWC. Instances where a MAC would be used would be moving to or from a NIWC Atlantic facility, a name change, security access updates, or physical or logical security access due to a change of project or competency. Any changes needed to the Person Record and Person Record Profile must be submitted by MAC Request. These instances include change in Competency, Clearance, Duty Station, and Title/Rank.

Contractors may submit MAC Requests for these instances as well as contract renewals, changes to the contract number, contract end date, task order end date, competency, location change, and physical or logical security access due to a change of project or competency.

Contractors may only submit one active request at a time. For corrections needed, please work with your COR, Government POC, and fulfillment teams if corrections are needed. In cases where updates require re-approval, a request should be cancelled and resubmitted.

For process execution questions or ticket status requests, call or email NIWC Atlantic Accounts Management.
- Phone: 843-218-2487
- E-mail: ssclant_acctsmgmt@navy.mil

For Production related issues for any Software Services system, please email customer support at s2iptcustsupport@spawar.navy.mil.

5.2 States of a Request
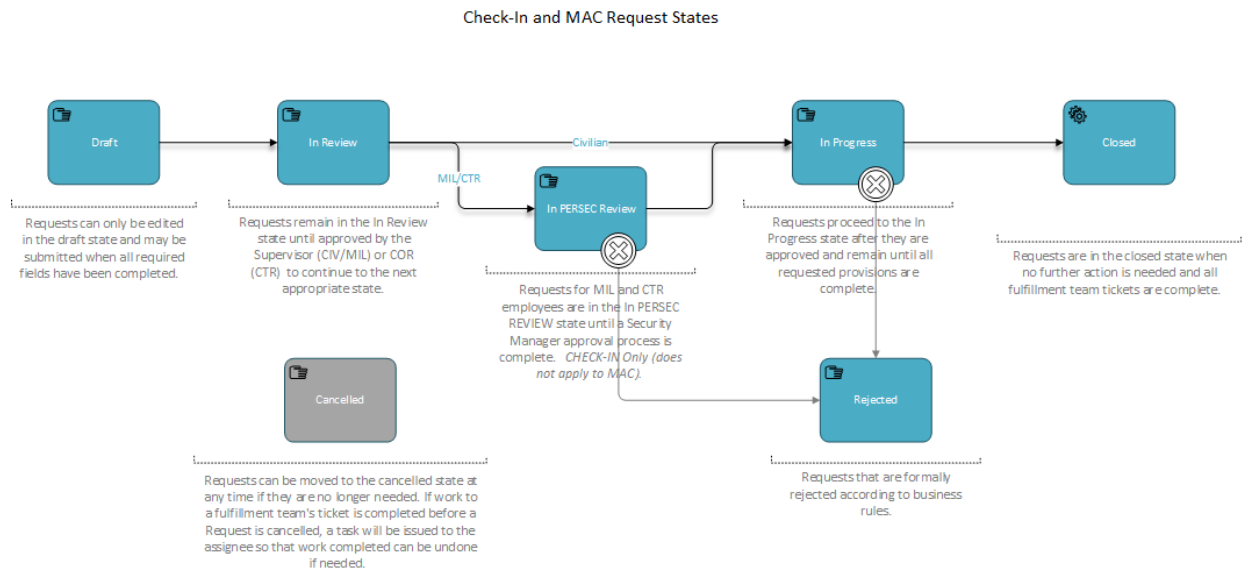
Figure 54

When a request is created, it will begin in the *Draft* state until submitted to the Supervisor or COR for approval. Once submitted, it will proceed to the *In Review* state where the applicable Supervisor or COR will be alerted that a request is ready for review. If approved, the request will proceed to the *In Progress* state (government civilian employees) or the *In PERSEC Review* state (military and contractor Check-In Requests). Once PERSEC clears the military or contractor employee for onboarding, the request will be *In Progress*. From the *In Progress* state, fulfillment teams will work to provision the request with applicable resources, assets, and access. When all tickets are closed, the request will *Close* and the Person Record Profile will move to the *Checked-In* state completing the Check-In process for the employee.
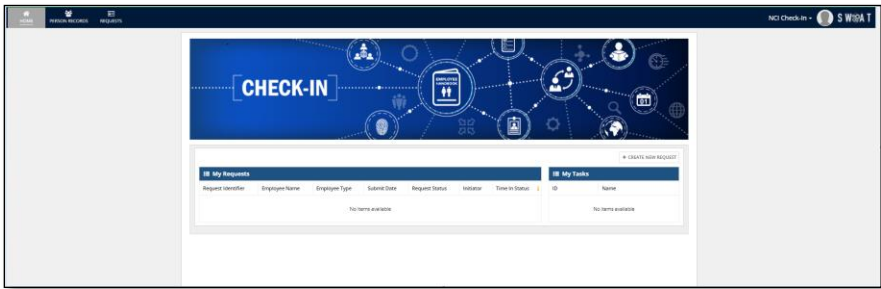
5.3 Creating and Submitting a Request

Requests cannot be created until a Person Record and a Person Record Profile exists. Selecting CREATE REQUEST from the Check-In Homepage will create a new Person Record and Person Record Profile in one workflow. Cancelling this process at any point until a request is created will delete all information entered for a new employee record or profile. Once information has been entered for the Person Record, Profile, and a Request Type created, the employee's information is saved to the database.

If the Person Record exists, selecting CREATE REQUEST from the homepage will allow the user to locate the existing Person Record and Person Record Profile so that a new request can be created. Users may also search for the Person Record from the Person Record Dashboard to create a request from the Person Record Profile (see section 5.3.2 Submitting a Request for an Existing Person Record).

Please ensure that all required documentation is attached before submitting a request. Requests cannot be edited once submitted. If changes are needed, please communicate with your supervisor or COR. In some cases, you may be required to cancel the request and submit a new one.

5.3.1 Submitting a Request for a New Person Record

#	Step	Figures and Additional Notes
1	From the Check-In Homepage, select the CREATE NEW REQUEST button on the right side of the screen. *NOTE: If you know that a Person Record for your employee exists, you may find it easier to search for the Person Record from the Person Records dashboard to create a new profile or request. See section 5.3.2 for creating a*	 *Figure 55*
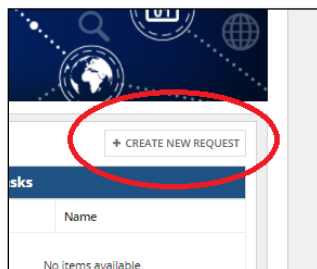
	request for an existing Person Record.	 *Figure 56* *Figure 57*
2	The system will prompt all users to search for an existing Person Record before they can create a new record. Users have the option to search by EDIPI, PII, or to cancel their search to return to the Person Records screen. If a **Person Record exists**, the user be taken to the existing Person Record with existing Person Record Profiles. Click Create New PRP or select an existing PRP to select the appropriate profile. Once the profile is created, select CREATE REQUEST.	 *Figure 58* *Figure 59*
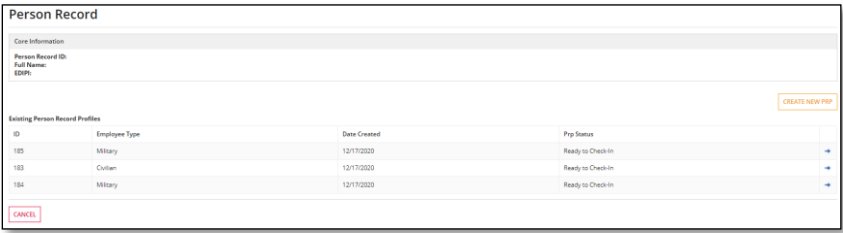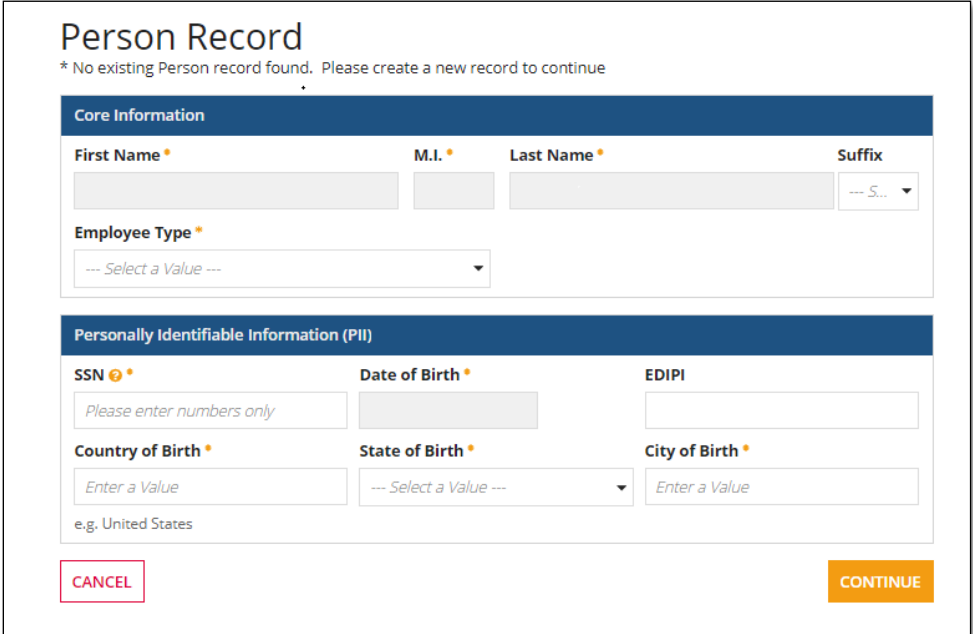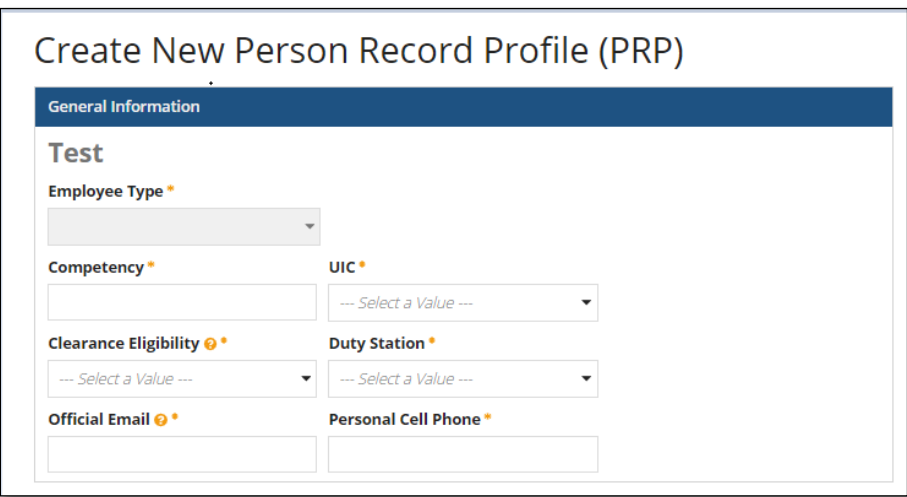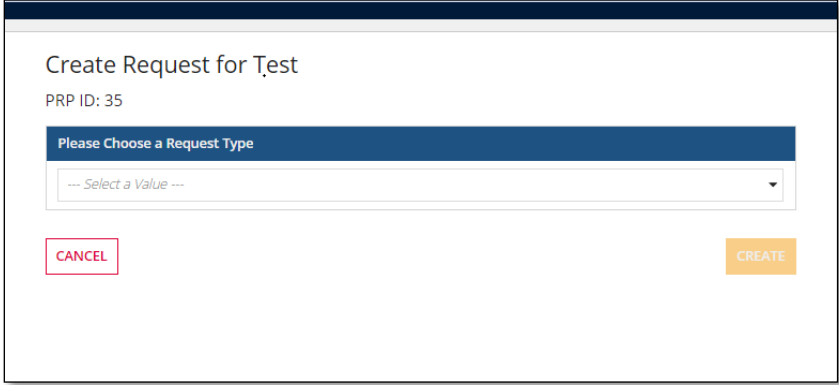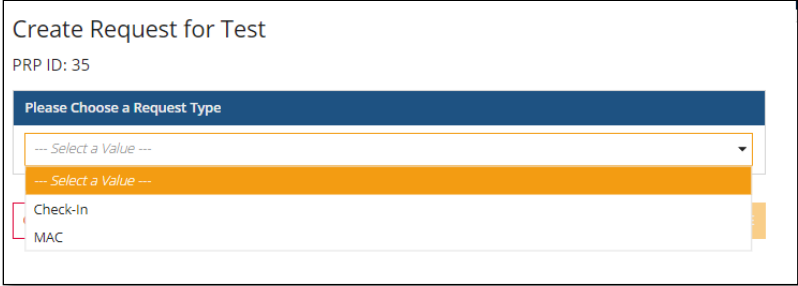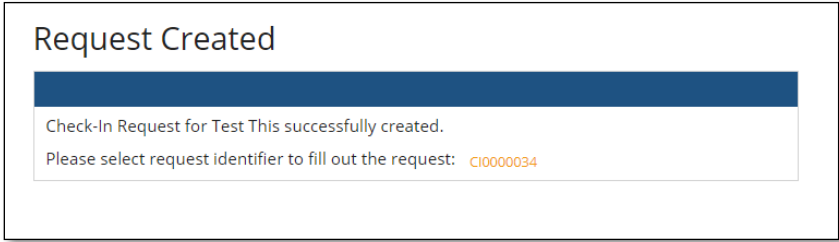
		Person Record
		Core Information
		Person Record ID:
		Full Name:
		EDIPI:
		CREATE NEW PRP
		Existing Person Record Profiles
		ID / Employee Type / Date Created / Prp Status
		185 / Military / 12/17/2020 / Ready to Check-In
		183 / Civilian / 12/17/2020 / Ready to Check-In
		184 / Military / 12/17/2020 / Ready to Check-In
		CANCEL
		Figure 60
3	If a **Person Record does not exist** for the associated employee, the user will enter the employee's Core and PII information. Select CONTINUE to proceed or CANCEL to cancel the information and return to the Check-In Homepage. Selecting **CANCEL** will delete any information entered up to this point.	**Person Record** * No existing Person record found. Please create a new record to continue **Core Information** First Name * / M.I. * / Last Name * / Suffix Employee Type * --- Select a Value --- **Personally Identifiable Information (PII)** SSN * / Date of Birth * / EDIPI Please enter numbers only Country of Birth * / State of Birth * / City of Birth * Enter a Value / --- Select a Value --- / Enter a Value e.g. United States CANCEL / CONTINUE *Figure 61*
4	The next screen will direct the initiator to complete general and military or contractor employee information. Tool Tips ❓ are provided if help is needed in filling in profile information. Select CREATE to create the profile or CANCEL to cancel the information and return to the Check-In	**Create New Person Record Profile (PRP)** **General Information** **Test** Employee Type * Competency * / UIC * --- Select a Value --- Clearance Eligibility ❓ * / Duty Station * --- Select a Value --- / --- Select a Value --- Official Email ❓ * / Personal Cell Phone * *Figure 62*

	Homepage. Selecting **CANCEL** will delete any information entered up to this point.	
5	The next screen will direct the initiator to choose a request type: Check-In or Move Add Change (MAC).

Select CREATE to create the request for the employee or CANCEL to cancel the employee's information and return to the Check-In Homepage. Selecting **CANCEL** will delete any information entered up to this point. | Create Request for Test

PRP ID: 35

Please Choose a Request Type

--- Select a Value ---

CANCEL   CREATE

Figure 63

Create Request for Test

PRP ID: 35

Please Choose a Request Type

--- Select a Value ---
--- Select a Value ---
Check-In
MAC

Figure 64 |
| 6 | The Person Record and profile information are saved to the database. Select the Request ID number to continue creating the request. | **Request Created**

Check-In Request for Test This successfully created.
Please select request identifier to fill out the request: CI0000034

Figure 65 |

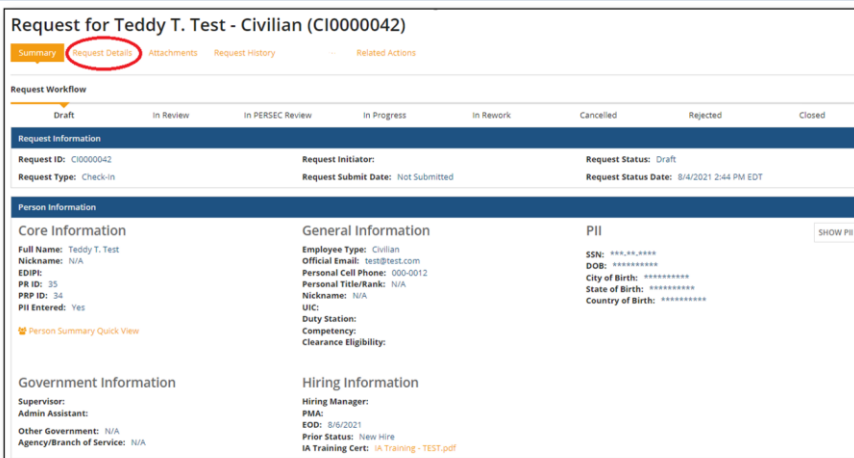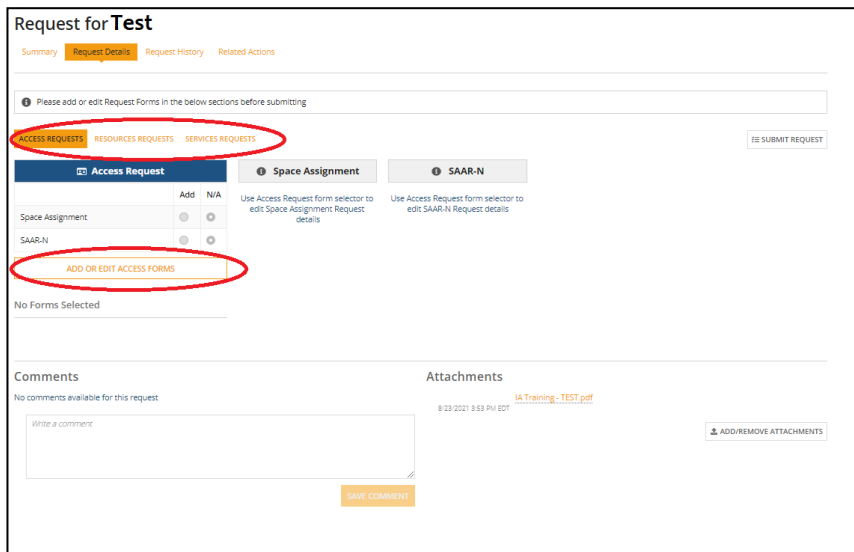| 7	The request is ready to be filled in to submit for approval (Request Details tab of the request).	
		Figure 66
8	To fill out the request, select ADD OR EDIT FORMS for each of the tabs in the request (Access, Resources, and Services circled in red). Options relating to each tab can be added using the radio buttons and filling out the related questions for each selection.	
		Figure 67
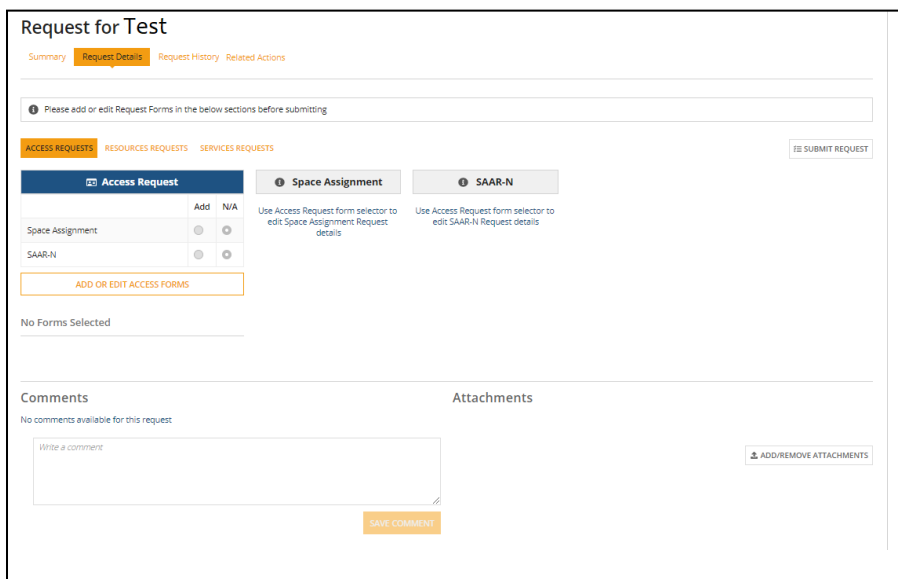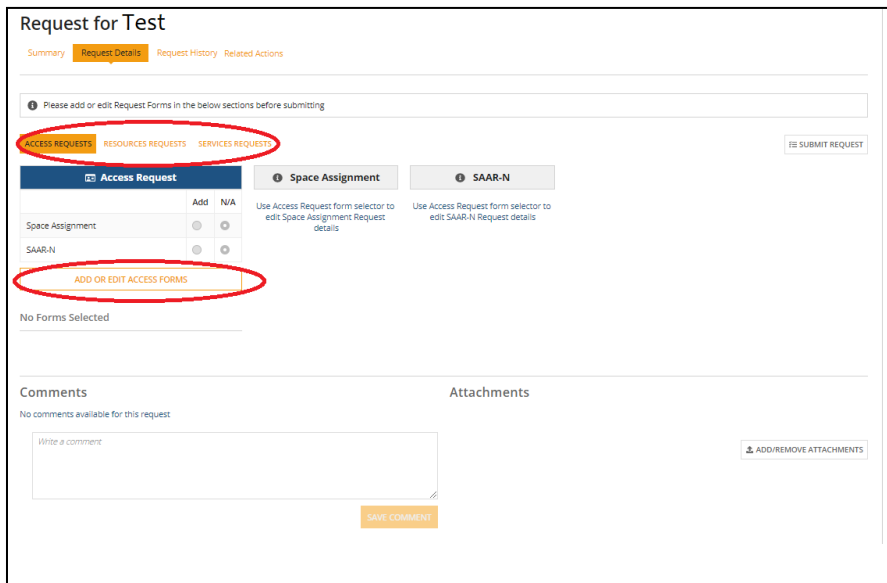
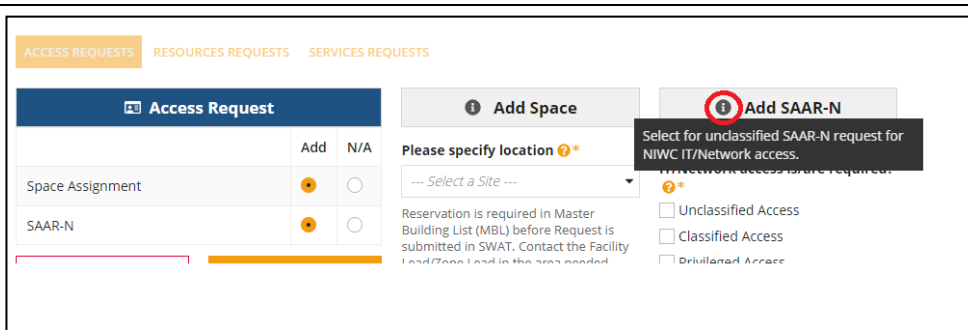| 9	Information and Tool Tips are provided if help is needed in determining appropriate forms for the Check-In or Move Add Change (MAC) Request.	
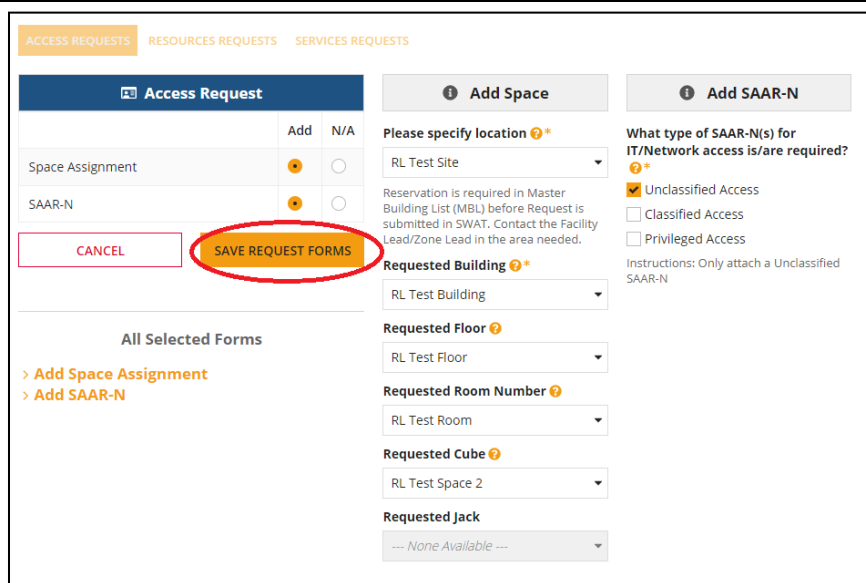
Figure 68

Figure 69

10	As forms are selected, questions pertaining to the selected form will appear.	

Figure 70

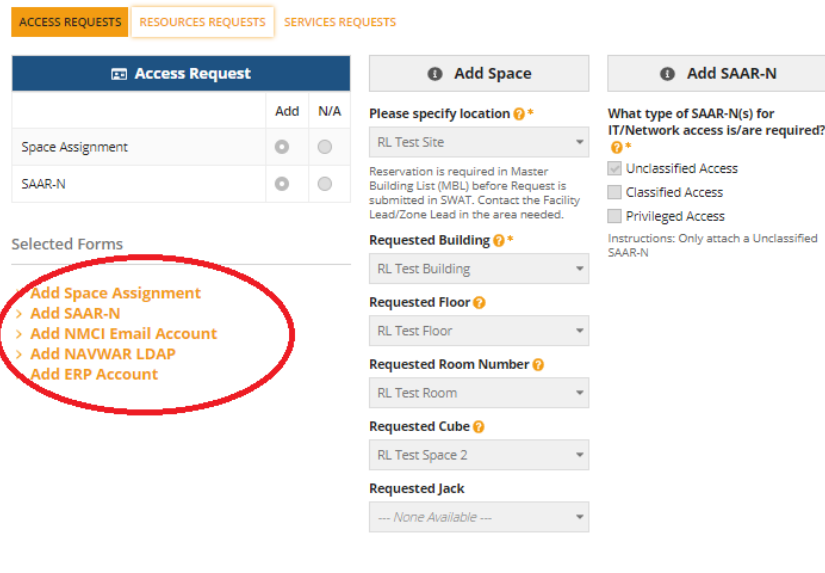| 11	Once all applicable forms are selected and forms completed, select SAVE REQUEST FORMS. All required fields must be filled in before the request can be saved.	
		Figure 71
12	As forms are added, all selections from each tab will appear under "Selected Forms" for ease of accessibility.	
		Figure 72

13	Before submitting the request, attach any applicable forms by selecting ADD/REMOVE ATTACHMENTS at the bottom of the request details. **IMPORTANT: Documents cannot be attached once the request is SUBMITTED**.	 *Figure 73*
14	Attach relevant documents and select SAVE. Documents can only be attached in PDF format. If an attachment needs to be removed, simply select the icon beside the attached file.	 *Figure 74*
15	Select SUBMIT REQUEST when all appropriate forms are completed, and documents have been attached. **IMPORTANT: Once you submit the request, new edits cannot be made and new documents cannot be attached.**	
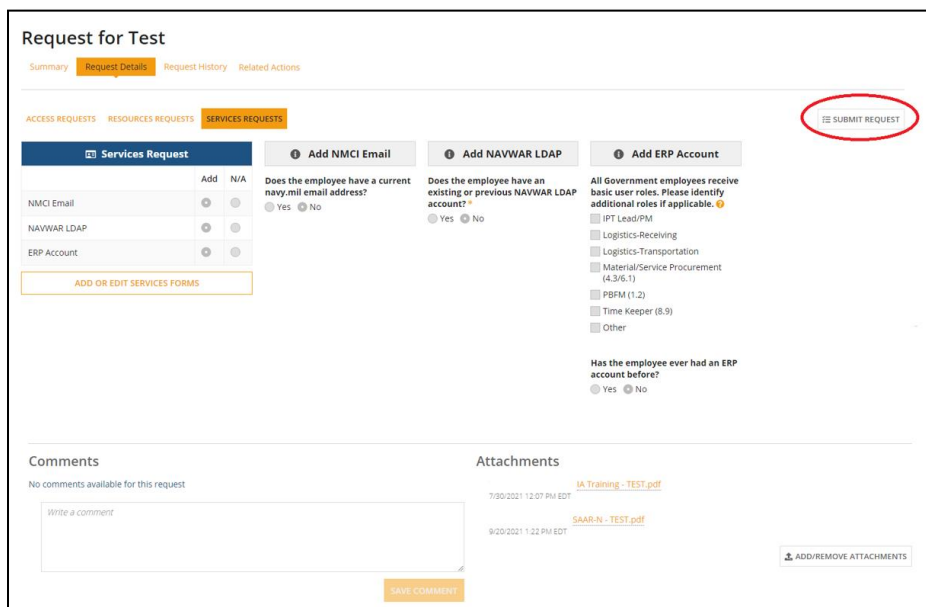
Figure 75
16	Once SUBMIT is selected, a warning message will appear showing any forms you have not selected with information for the initiator to determine if the request needs to be reworked before submitting (NOTE: CAC and BADGE forms apply to Contractors only).

When ready to submit, enter a required comment and CONTINUE. The Comment will be posted to the request for anyone with access to see. |
Figure 76 |
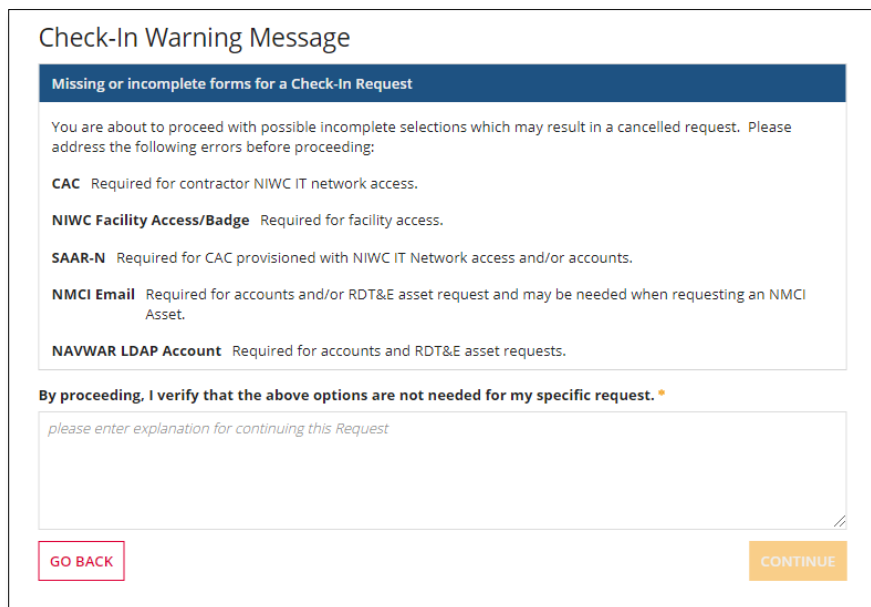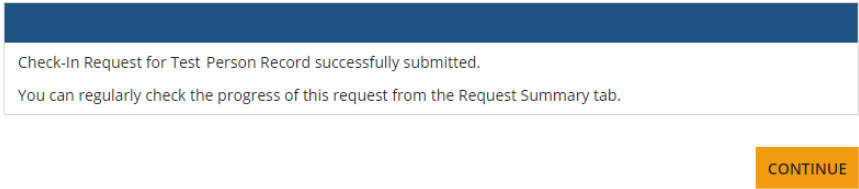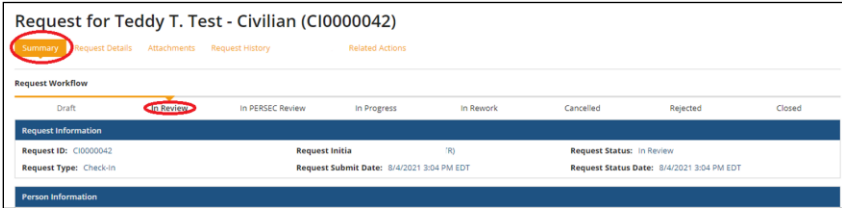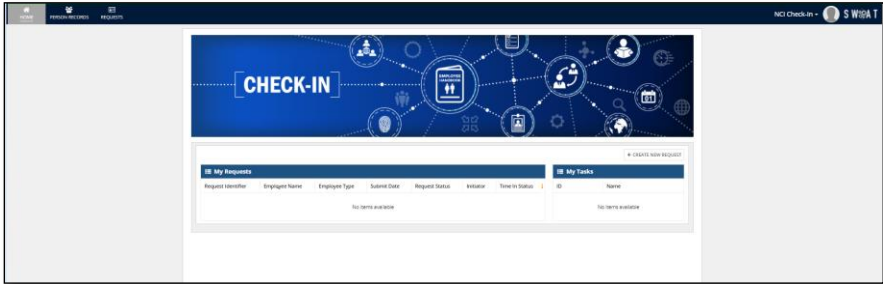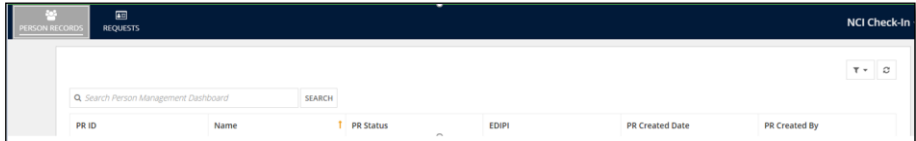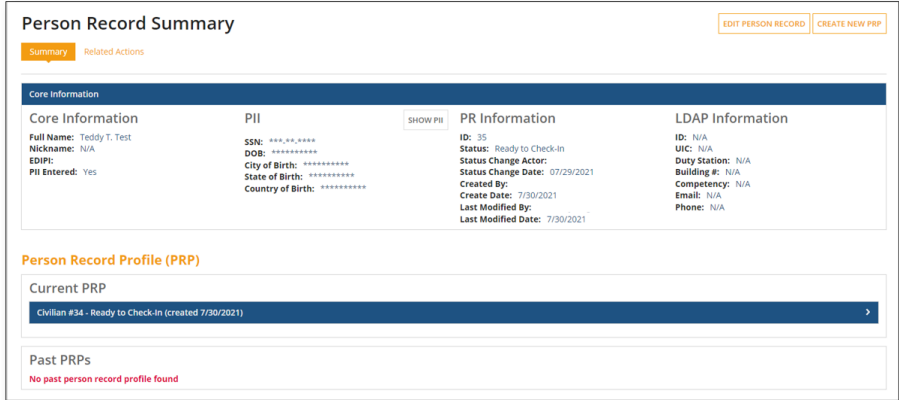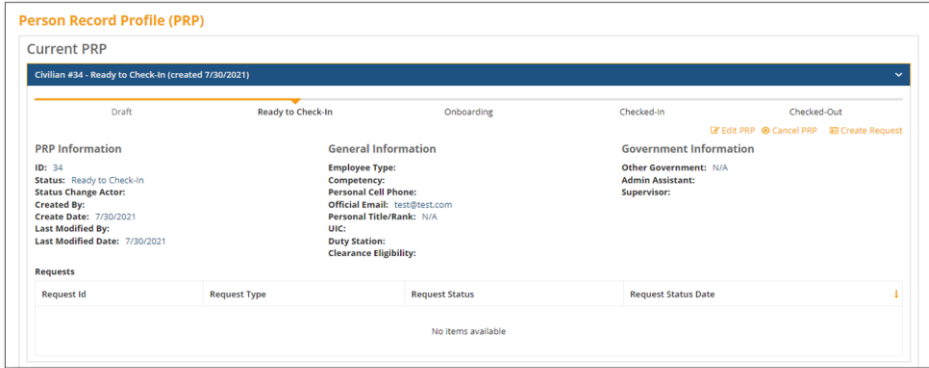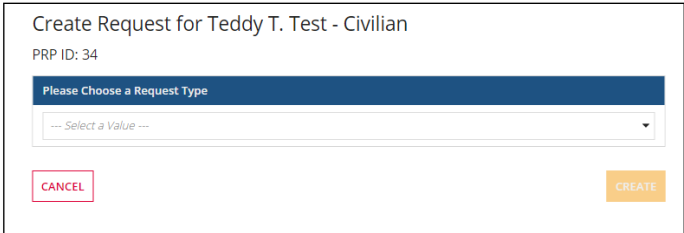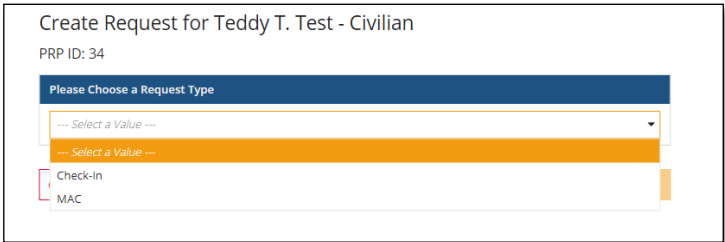
#	Step	Figures and Additional Notes
17	When the request is submitted, the request will proceed to the next appropriate state.	**Request Submitted** Check-In Request for Test Person Record successfully submitted. You can regularly check the progress of this request from the Request Summary tab. CONTINUE *Figure 77*
18	The request initiator can track the request's progress from the **Summary** tab. Any comments posted to the request will be posted to the **Request Details** tab and should be checked throughout the progression of the request.	Request for Teddy T. Test - Civilian (CI0000042) Summary Request Details Attachments Request History Related Actions **Request Workflow** Draft In Review In PERSEC Review In Progress In Rework Cancelled Rejected Closed **Request Information** Request ID: CI0000042 Request Initia...'R) Request Status: In Review Request Type: Check-In Request Submit Date: 8/4/2021 3:04 PM EDT Request Status Date: 8/4/2021 3:04 PM EDT **Person Information** *Figure 78* **3 Comments** Jul 25 NOTE: This comment is required and cannot be edited or deleted Submission Comment: Test request submit. Jul 25 NOTE: This comment is required and cannot be edited or deleted Supervisor Decision - Approved: Approved Jul 25 NOTE: This comment is required and cannot be edited or deleted PERSEC Decision - Approved: Approved Write a comment... COMMENT *Figure 79*
19	The request will also be available to track from the My Requests Dashboard on the request initiator's Check-In Homepage.	CHECK-IN My Requests / My Tasks *Figure 80*

5.3.2 Submitting a Request for an Existing Person Record

#	Step	Figures and Additional Notes

1	From the Check-In Homepage, select the Person Records tab from the top toolbar.	*Figure 81* *Figure 82*
2	Search for the Person Record of the employee that the request needs to be created for.	*Figure 83*
3	From the Person Record, select the appropriate Person Record Profile or create a new profile if applicable.

NOTE: Only one profile should be active at a time, but as many as two profiles may be temporarily active in the event an employee is transitioning between employee type or UIC or working more | *Figure 84* |

	than one contract at a time.	
4	From the Person Record Profile, select CREATE REQUEST.

Figure 85

Figure 86 |
| 5 | Select the appropriate request type: Check-In or Move Add Change (MAC). |

Figure 87

Figure 88 |

6	The created request will appear under the corresponding Person Record Profile. Select the Request ID to complete and submit the request.	 *Figure 89*
7	From the Request view, select the Request Details tab.	 *Figure 90*
8	To fill out the request, select ADD OR EDIT FORMS for each of the tabs in the request (Access, Resources, and Services circled in red). Options relating to each tab can be added using the radio buttons and filling out the related questions for each selection.	 *Figure 91*
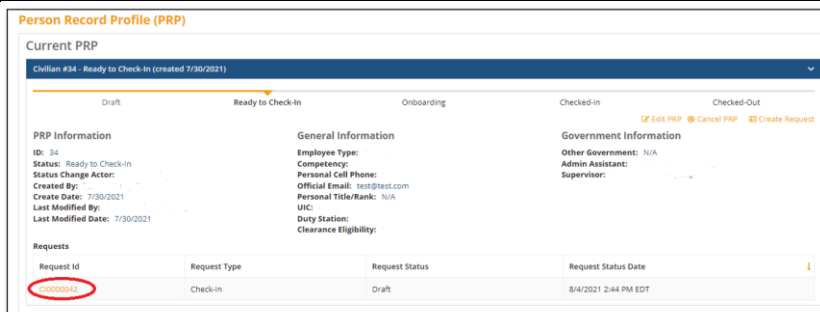
9	Information ℹ and Tool Tips ❓ are provided if help is needed in determining appropriate forms for the Check-In or Move Add Change (MAC) Request.	*Figure 92*
10	As forms are selected, questions pertaining to the selected form will appear.	*Figure 93*

11	Once all applicable forms are selected and forms completed, select SAVE REQUEST FORMS. All required fields must be filled in before the request can be saved.	*Figure 94*
12	As forms are added, all selections from each tab will appear under "Selected Forms" for ease of accessibility.	*Figure 95*

13	Before submitting the request, attach any applicable forms by selecting ADD/REMOVE ATTACHMENTS at the bottom of the request details. **IMPORTANT: Documents cannot be attached once the request is SUBMITTED**.	 *Figure 96*
14	Attach relevant documents and select SAVE. Documents can only be attached in PDF format.	 *Figure 97*

| 15 | Select SUBMIT REQUEST when all appropriate forms are completed, and documents have been attached.

IMPORTANT: Once you submit the request, new edits cannot be made and new documents cannot be attached. |

Figure 98 |
| 16 | Once SUBMIT is selected, a warning message will appear showing any forms you have not selected with information for the initiator to determine if the request needs to be reworked before submitting (NOTE: CAC and BADGE forms apply to Contractors only).

When ready to submit, enter a required comment and CONTINUE. The Comment will be posted to the request for anyone |

Figure 99 |
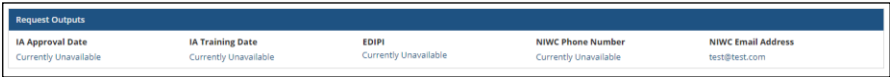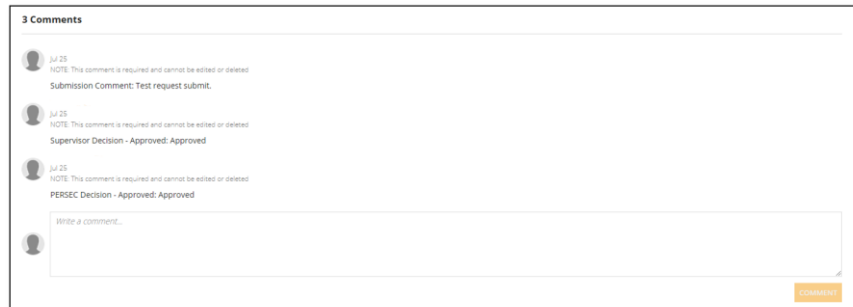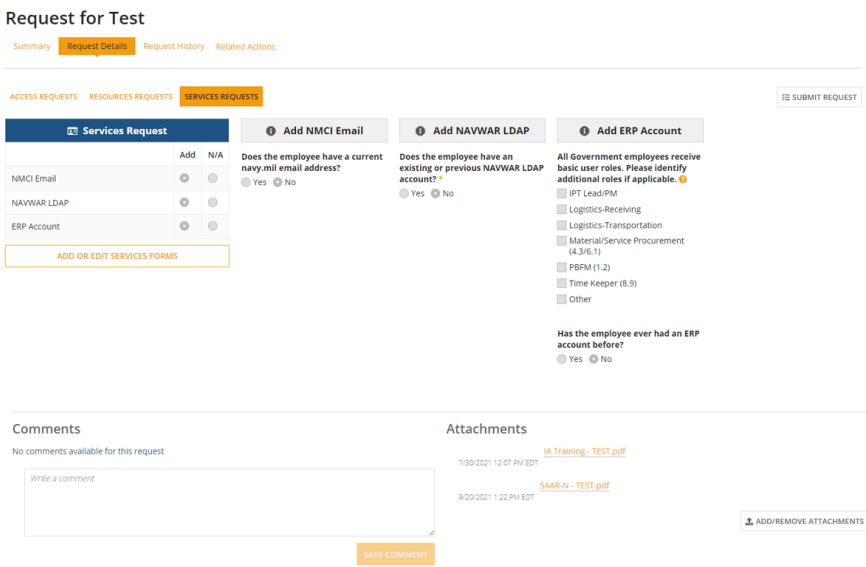
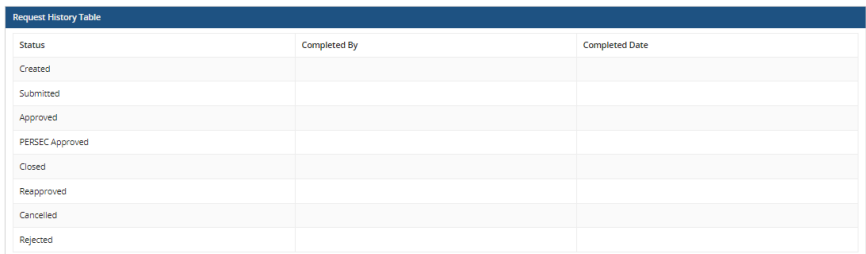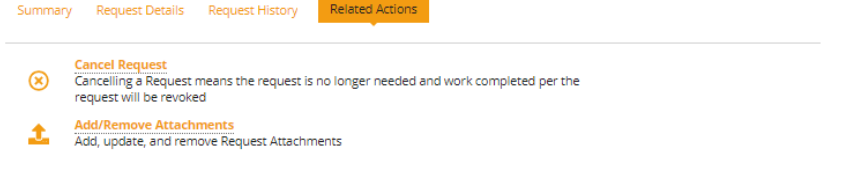|		
	with access to see.	
17	When the request is submitted, the request will proceed to the next appropriate state.	 *Figure 100*
18	The request initiator can track the request's progress from the **Summary** tab. Any comments posted to the request will be posted to the **Request Details** tab and should be checked throughout the progression of the request.	 *Figure 101* *Figure 102*
19	The request will also be available to track from the My Requests Dashboard on the Check-In Homepage.	 *Figure 103*

5.4 Viewing a Request

#	Step	Figures and Additional Notes
1	To view the progress of a current request or any past requests, the request can be looked up from REQUESTS (toolbar at the top). Recent Requests can also be managed from the Check-In Homepage under My Requests for quick access.	 *Figure 104* *Figure 105* *Figure 106*

2	Search for the request using the filter options or search.	 *Figure 107*
3	Note: Remove your name as the default REQUESTOR if looking for a request you did not initiate.	 *Figure 108*
4	Once the request is located, select the Request Identifier.	 *Figure 109*
5	Information on the Request Summary gives a summary of information on the employee and will differ by employee type. NOTE: PII Section will not show if you do not have access The Request Summary will keep the moment in time Person Record and Profile information from when the request was submitted, meaning if the PR or PRP is ever updated, the changes will not reflect in the Request Summary.	 *Figure 110*

Figure 111

Figure 112

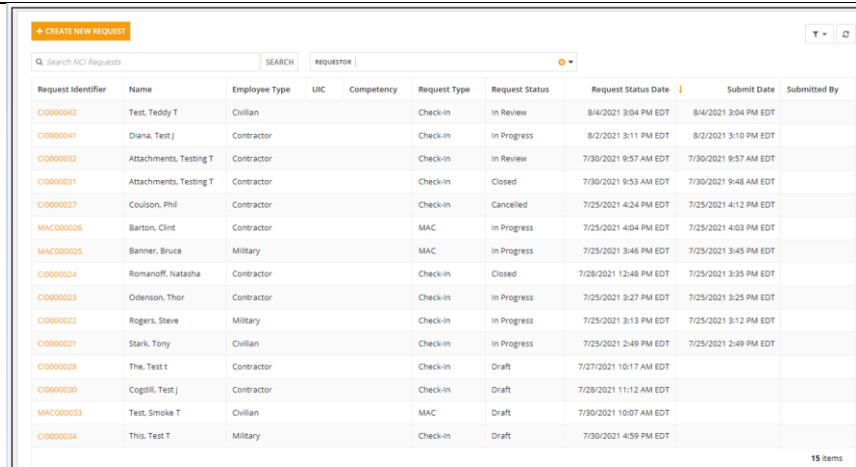| 6	To view the complete Person Record and Profiles, select Person Summary Quick View. Select CLOSE to close the window and return to the Request Summary.	 *Figure 113* *Figure 114*
7	When the request is approved and In Progress, Request Outputs will be updated	

	by fulfillment teams as information becomes available.	*Figure 115*
8	The request initiator can track the request's progress from the **Summary** tab. Any comments posted to the request will be posted to the **Request Details** tab and should be checked throughout the progression of the request.	*Figure 116* *Figure 117*
9	The Request Details tab shows the forms that were selected and completed for the submitted request.	*Figure 118*

#	Step	Figures and Additional Notes
10	The Request History tab provides historical and current state changes to show dates and progression.	**Request for Test** Summary Request Details Request History Related Actions **Request History Table** | Status	Completed By	Completed Date
Created		
Submitted		
Approved		
PERSEC Approved		
Closed		
Reapproved		
Cancelled		
Rejected		| *Figure 119*
11	The Related Actions tab provides actions that can be taken on the request depending on the state of the request. NOTE: Attachments cannot be added after a request has been submitted.	**Request for Test** Summary Request Details Request History Related Actions ⓧ **Cancel Request** Cancelling a Request means the request is no longer needed and work completed per the request will be revoked ⬆ **Add/Remove Attachments** Add, update, and remove Request Attachments *Figure 120*

5.5 Cancelling a Request

#	Step	Figures and Additional Notes
1	From the Check-In Homepage, select the Requests tab from the top toolbar.	*Figure 121* *Figure 122*

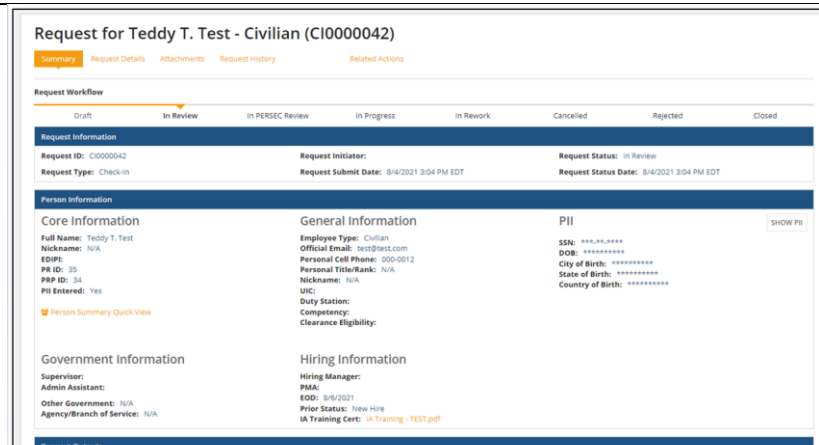| 2 | Search for the request using the filter options or search. |
Figure 123 |
3	Note: Remove your name as the default REQUESTOR if looking for a request you did not initiate.	 *Figure 124*
4	Once the request is located, select the Request Identifier.	 *Figure 125*
5	From the request, select the Related Actions tab.	 *Figure 126*

#	Step	Figures and Additional Notes
6	Select Cancel Request.	\n\nFigure 127
7	NOTE: By cancelling a request, actions for this request will be undone and the employee may be required to return outstanding provisions that have been assigned.	\n\nFigure 128

5.6 Approving or Rejecting a Request

When a Check-In or Move Add Change (MAC) is submitted, the employee's Supervisor (civilian and military employees) or Contracting Officer (COR) (contractor employees) will receive a task in SWAT to review the request for approval.
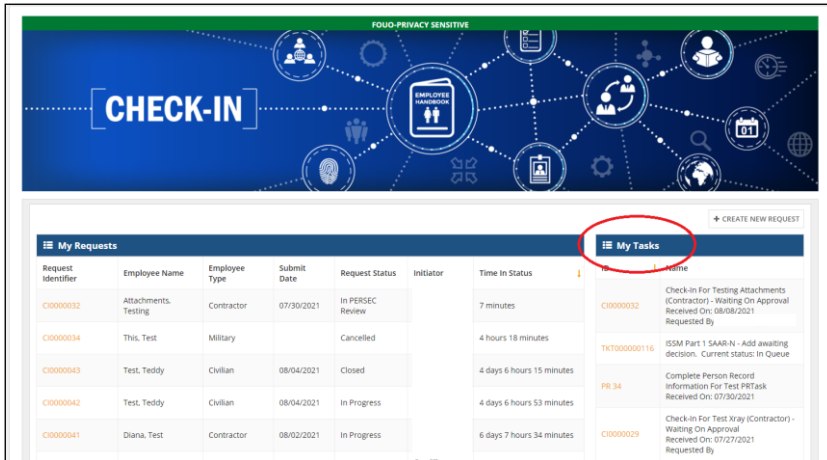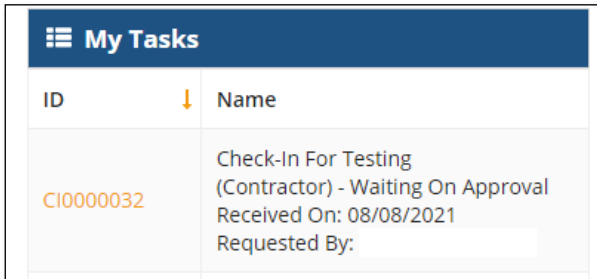
#	Step	Figures and Additional Notes
1	When a request is ready to be reviewed for approval, a notification will be emailed to the supervisor or COR. A "Waiting for Approval" task will be available in the supervisor or COR's My Tasks queue located on the Check-In Homepage. Select the Task	\n\nFigure 129

	ID Number to open the task.
Figure 130
2	The task shows information on the employee, the request details, and any attachments submitted with the request.

If needed, the task can be reassigned to another supervisor or COR from the Reassign button at the top of the task. |
Figure 131

Figure 132 |

Figure 133

| 3 | To make a decision on the task, select to either Approve or Cancel the request and leave a comment. Complete the task for the decision to be saved to the request. | *Figure 134* |

| 4 | Once "Continue" is selected, the request is approved to continue progress and the task will be removed from the Check-In Homepage. | *Figure 135* |

| 5 | If a request must be **Rejected** or **Cancelled** at a later time, see the Related Actions tab of the request to make this change. Any tasks or tickets in progress will be cancelled. | *Figure 136* |

5.7 PERSEC Request Approval

For Check-In Requests needing PERSEC's clearance for onboarding (military and contractor employees), a task will be generated to the PERSEC team once the supervisor or COR has approved an employee's request.

#	Step	Figures and Additional Notes
1	When a request is ready to be reviewed for approval, a "PERSEC Approval" task will be available in the My Tasks queue of all PERSEC team members, located on the Check-In Homepage. Select the Task ID Number to open the task.	*Figure 137* *Figure 138*

2	Once the task is accepted by a team member, the task will be removed from the other team member's My Tasks queues and remain in the queue of the assignee. The task can be reassigned if needed from the top of the task.	 *Figure 139* *Figure 140*
3	The Header give the employee's name, employee type, and Request ID number. The task shows information on the employee, the request details, and any attachments submitted with the request.	 *Figure 141*
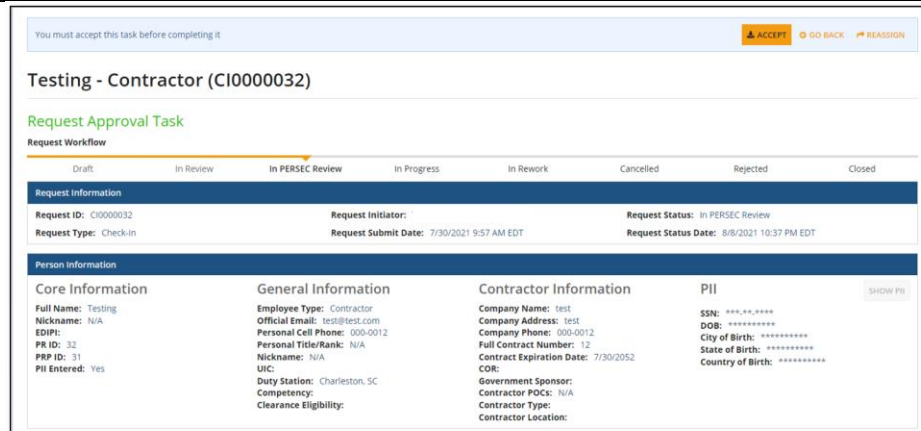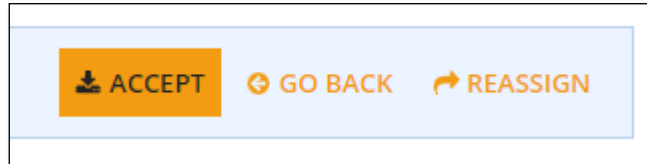
Figure 142

| 4 | To make a decision on the task, select to Approve, Cancel, or Reject the request and leave a comment. Select COMPLETE for the decision to be saved to the request. | *Figure 143* |
| 5 | Once "Continue" is selected, the request is approved to continue progress and the task will be removed from the Check-In Homepage. | *Figure 144* |

#		
6	If a request must be **Rejected** or **Cancelled** at a later time, see the Related Actions tab of the request to make this change. Any tasks or tickets in progress will be cancelled.	*Figure 145*

5.8 Closing a Request

Each request will close automatically when fulfillment teams have closed all tickets related to that request. The ability to manually close a request is limited to the app admin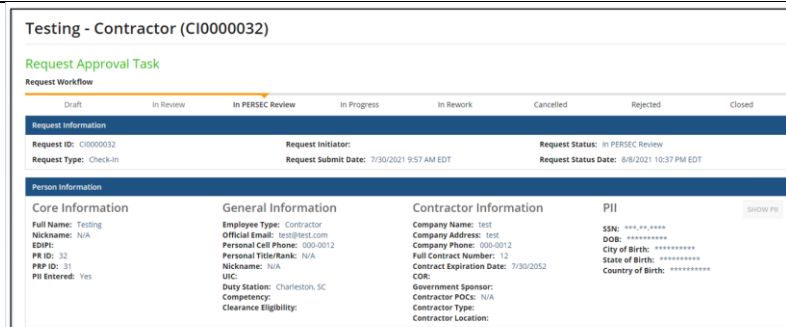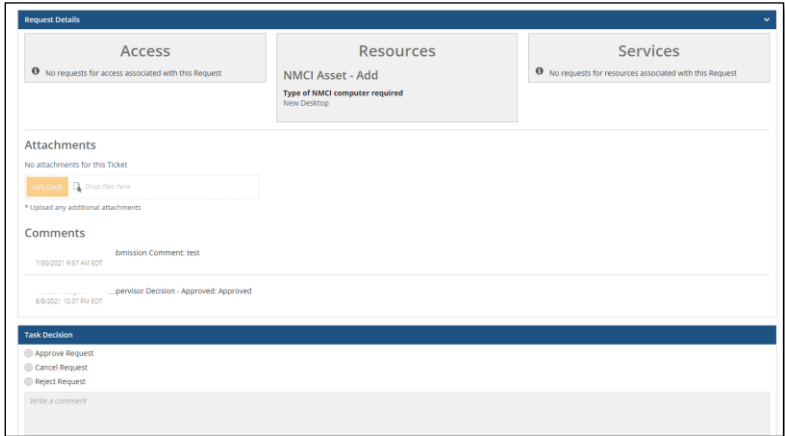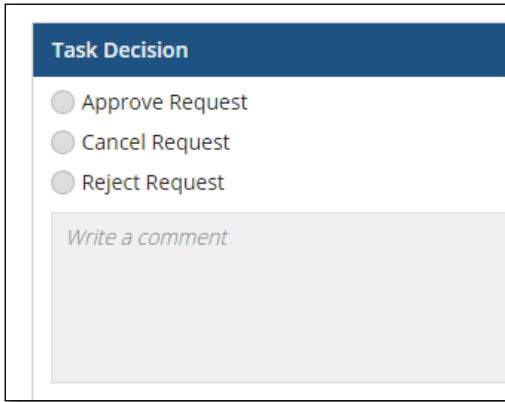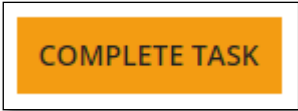istrator and should only be used in the event of a system malfunction. It is a good idea to check the Tasks table (see TASKS tab from the top toolbar) before closing a request to verify that no tasks are open for the request. Once the request is manually closed, any tickets or tasks in progress must be manually cancelled. The ID number of the closed request will be useful in determining the open tasks to cancel.

Manually closing a request will change the Person Record Profile status to *Checked-In*.
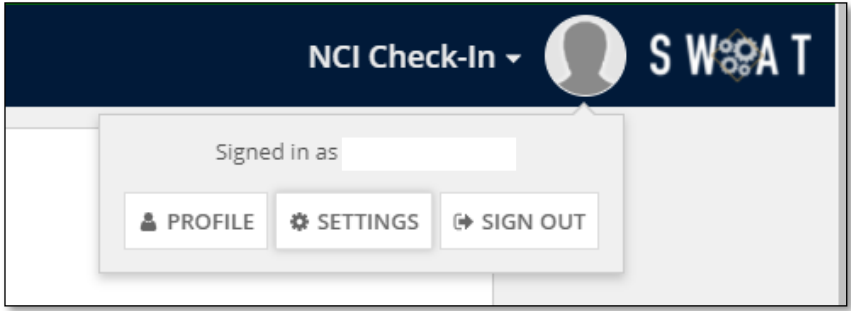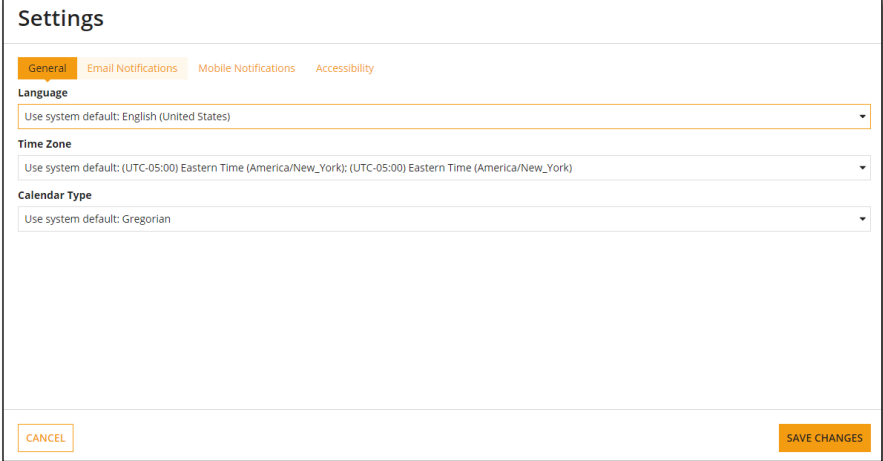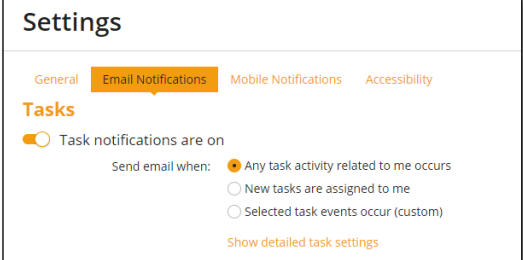
6. EMAIL NOTIFICATIONS

SWAT Check-In email notifications will only be sent when a task is available to be worked for the first release. Further notifications and tasks will be explored for later releases. Please monitor your requests closely for any updates and communication.

6.1 Update Notification Settings

Users who would like to control the notifications sent to their email may do so from SWAT settings. Please know this setting will affect all tasks for all SWAT apps.

#	Step	Figures and Additional Notes

1	Select the profile symbol and choose SETTINGS.	Figure 146
2	Select EMAIL NOTIFICATIONS.	Figure 147
3	Update settings to your preference and SAVE.	Figure 148

7. CUSTOMER SUPPORT

Here at NIWC, we are striving to make this website accessible to all members of the workforce by meeting the web page accessibility standards issued in accordance with Section 508 of the Rehabilitation Act Amendments. If you find a problem that prevents access within this site, please contact Customer Support by email (s2iptcustsupport@spawar.navy.mil). Be sure to include as much information as you can so that we can identify the problem and try to resolve it. Also, we are happy to

provide the required information by an alternate method to meet your needs. U.S. Department of Defense Accessibility/Section 508 information.

For **production related issues** to any Software Services system, please email **s2iptcustsupport@spawar.navy.mil**. More information can be found at https://jira.spawar.navy.mil/secure/RapidBoard.jspa?rapidView=107

For **change requests**, please go to https://jira.spawar.navy.mil/secure/CreateIssueDetails!init.jspa?pid=10887&issuetype=8&priority=3 to submit a ticket or email S2IPT Customer Support to request a change.

For **process execution questions** or ticket status requests, call or email NIWC Atlantic Accounts Management.
- Phone: 843-218-2487
- E-mail: ssclant_acctsmgmt@navy.mil

8. ACRONYMS

CI	Check-In
CIV	Government Civilian
CTR	Contractor
MAC	Move Add Change
MIL	Military
NCI	NIWC Check-In
PR	Person Record
PRP	Person Record Profile
SWAT	Scalable Workflow Automation Tool

9. RESOURCES

Resources to help with using the SWAT Check-In application can be found at

- Check-In Tool COG page:
  https://wiki.spawar.navy.mil/confluence/pages/viewpage.action?pageId=362748543
    o Announcements
    o Access Instructions
    o Training Demo Videos and Training Slides
    o User Guide
- Guidance in submitting a Check-In Request:
  https://wiki.spawar.navy.mil/confluence/pages/viewpage.action?pageId=288502157
- Guidance in submitting a MAC Request:
  https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Move%2C+Add%2C+Change+%28MAC%29+Requests
- Contractors not on VPN may access https://www.niwcatlantic.navy.mil/contractors/